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ABSTRACT

This manual presents the Student Accounting System, a system designed to track and assess the flow of students through vocational training programs at both the community college and secondary levels. The two major data files/source documents are first described--an inventory of programs and their courses and an inventory of all courses completed by each vocational education student and individual student characteristics. The Program Enrollment and Termination Report is also discussed, and conducting the system is considered. Most of the manual is devoted to step-by-step instructions for a suggested sequence of activities for manually completing the Program Enrollment and Termination Report. Instructions are divided into three major sections: (1) students involved in one vocational training program, (2) students involved in two or more vocational training programs, and (3) leavers and transfers from all vocational training programs. Appendices, amounting to approximately one-half of the manual, include the Vocational Education Program/Course Inventory Explanation and Instructional Manual, Student/Course Inventory Explanation and Instructional Manual, Summary Reports, Documentation for Computerization, and master Program/Course Inventory, Student/Course Inventory, and Summary Report forms. (YLB)

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ED212884

THE STUDENT ACCOUNTING SYSTEM

A PROCESS FOR TRACKING AND ASSESSING THE FLOW OF STUDENTS THROUGH VOCATIONAL EDUCATION PROGRAMS

A Vocational Education Project
Developed Under
Grant No. 56-10561-3-8-030
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PREFACE

On October 12, 1976, the Educational Amendments of 1976 (P.L. 94-482 and P.L. 95-40) became law. Upon enactment, the National Center for Educational Statistics (NCES) began immediately to analyze the legislative mandate and Congressional intent of Section 161(a), which calls for the development, implementation, and operation of a national vocational educational data and accounting system. NCES found that Congress and various other legislative groups were expressing a need for (1) better labor market data, (2) improved followup data, and (3) improved data on students, programs, program completers, program leavers, and expenditures.

As it evolved, the Vocational Education Data System (VEDS) was formed and assigned the responsibility of developing this national data system. To accomplish this task requires that specific kinds of data be collected and analyzed at the local, State and Federal levels. One of these kinds of data deals with program enrollments, program terminations, and student characteristics. These data items are currently being collected in California via the VEA 48 and VEA 45.

In addition to meeting the many local, State and Federal compliance documents and inquiries, the collection and analysis of this type of data is essential for teachers and counselors to effectively advise students in making successful career decisions.

To assist local educational agencies in meeting these needs, the "Vocational Education Student Accounting System" was developed. It provides a reliable and effective system for routinely and uniformly collecting the various types of information that can be utilized by counselors, planners, administrators, and other interested school and non-school persons to assist in making effective decisions applicable to vocational education and its students.

Due to fiscal and time constraints, it was not possible to field test this manual process on a large scale. However, a limited field testing was done using actual student records from Ventura High School.

In addition, a computer programmer consultant was engaged to prepare all materials contained in Appendix D: Documentation for Computerization. With the above constraints, it was not possible to do extensive validation of this document.

For further information about this publication and/or the system described herein, please contact:

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INTRODUCTION

Imagine that you, as a school administrator, are asked "What kinds of information do you need to provide quality vocational education to your students?" Your answer, undoubtedly, would not be a simple one. You may say that teachers and counselors, to effectively advise students, require detailed information on programs, the potential occcupational outcomes of these programs, as well as information on the students themselves and the programs in which they are currently involved. On the other hand, you may say that accurate and reliable program enrollment and termination data are needed to adequately analyze, evaluate and plan for future years. Or, you may also indicate a need for easily accessible data which would facilitate the compilation of the many local, State and Federal compliance documents and inquiries.

However, due to prior experience, you may realize the difficulty involved in accurately compiling this type of information. The "Student Accounting System" presented here represents a system designed to track and access the flow of students through vocational training programs at both the community college and secondary levels. Because most of the data required for implementation are universal in nature, the process is also suitable for use by CETA and other agencies that provide vocational training. In addition, although the system provided in this publication is a manual process, it can easily be automated by educational agencies which currently have computer capabilities.

Implementation of the "Student Accounting System" requires that certain essential items about students and programs/courses be identified and recorded prior to beginning the actual process. These data items, combined with uniform definitions, can then be merged by computer software or the manual process contained herein to produce information on those students involved in vocational education. This data includes the enrollment and completion status of each student participating in each vocational education program/service as well as personal characteristics specific to that individual, i.e., sex, racial designation, grade level, disadvantaged, handicapped and LES status.

In conjunction with other elements of the "Student Accounting System," the output data from this system in turn will provide the following:

1. a listing of all vocational programs offered by the local educational institutions (LEAs);

2. information about vocational programs and their related occupations to provide occupational information to students for making decisions about careers;

3. the identification of students involved in several vocational programs to aid teachers and counselors in their attempt to advise students on career decisions;

4. non-duplicated enrollment, completion and termination data for each training program offered within the school/district to aid planners and administrators in their analyses of individual programs;

5. accurate data on student characteristics to facilitate analysis of program utilization by minorities, males/females and handicapped students;

6. uniform definitions and routine procedures for collecting, reporting and interpreting program/course data required in preparing State and Federally mandated statistical and followup reports (VEA 45s and 48s);

7. accurate supply data which can be utilized by research agencies for:

    a. preparing supply/demand reports, and
    b. projecting student program enrollment and completion data.

The "Student Accounting System" is more than just another report; it is a reliable and effective system for routinely and uniformly collecting the various types of information that can be utilized by counselors, planners and administrators, and other school/district personnel in making effective decisions applicable to vocational education and its students.

SYSTEM DESCRIPTION

The "Student Accounting System" which relates students to vocational programs is based on the relationship between two major data files/source documents. These are: (1) an inventory of programs and their courses, and (2) an inventory of all courses completed by each vocational education student and specific characteristics of the individual student. In addition to the program and student data, implementation of the manual (non-computerized) "Student Accounting System" requires the roll/attendance sheets for all vocational education courses offered at the school site/LEA. All data specified must be available for successful implementation of either the manual or computerized system. Following is a description of each of these documents.

Input Documents

A. Program/Course Inventory:

A primary input document and the first step toward implementing the "Student Accounting System" is to define all vocational education programs being offered within the school/district in terms of the courses of which they are comprised.

According to the National Center for Educational Statistics, a vocational program is defined as a planned sequence of courses, services, or other educational activities designed to prepare individuals for employment in a specific occupation or cluster of closely related occupations. The Program/Course Inventory form (PCI), shown on the next page, is a recommended means of defining a vocational program by the courses comprising it and its occupational objectives. For those schools/colleges that currently collect this type of information in a different format and/or on computer, it is important that they contain at least some of the data elements as contained on this form. The manual system contained herein makes specific reference to the various parts of the PCI making it more difficult to extract the necessary information if displayed in a different format. Specifically, the files should contain the following information:

1) County/district/school code
2) District name
3) School/college name
4) USOE code and title
5) Program minimum completion requirements
6) State Plan status (program)
7) Unique course code(s) of each course in program
8) Title of each course in program
9) Occupational objectives (i.e. apprenticeship, advanced occupational, intermediate occupational, beginning occupational, non-occupational)
10) Course hours
11) Credits/units for each course
12) Course utilization (i.e. required, required optional prerequisite).

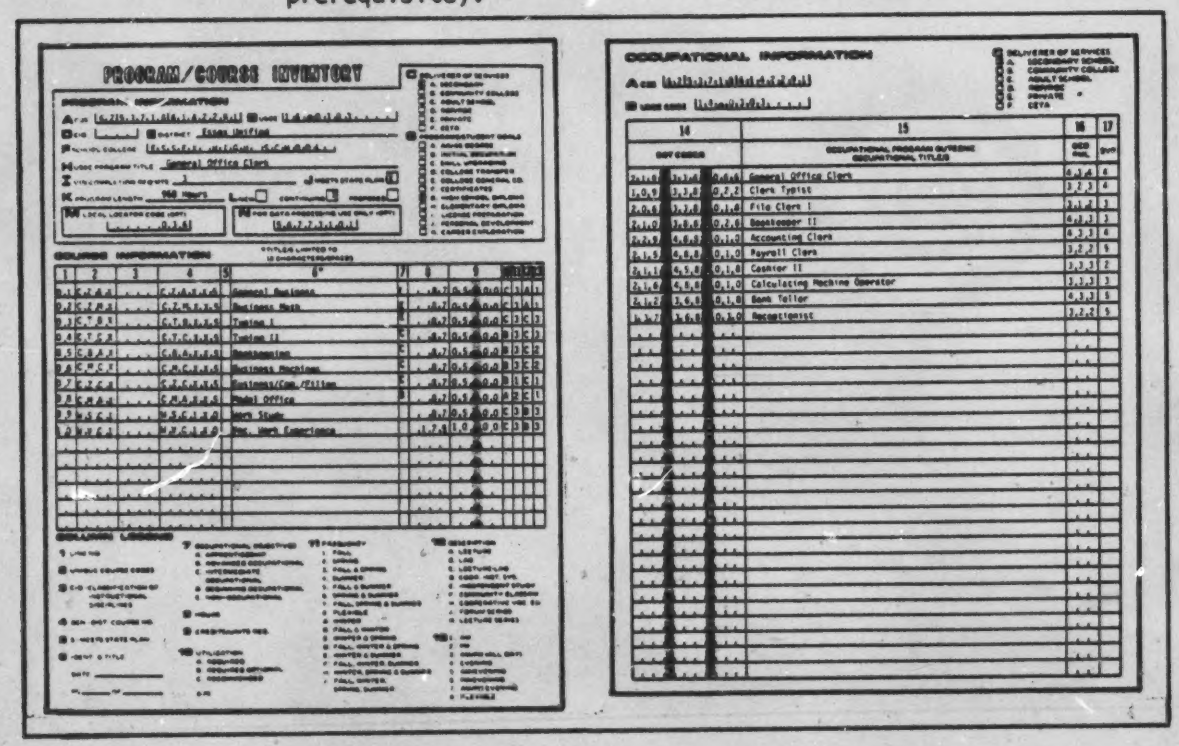


Figure 1

The principal of the PCI is that a specific vocational education program should be defined in terms of its components, i.e., course information and occupational information. The data contained on the PCI does this by:

1. utilizing the existing State and National coding system to describe the scope and content of a specific vocational training program;

2. indicating the purpose of each course within a program;

3. indicating information pertaining to the scheduling and operational aspects of the program;

4. indicating the minimum requirements needed by the student to complete the program; and

5. specifying the occupations for which the program is designed to train.

NOTE: In order to successfully implement the "Student Accounting System," the PCI or its equivalent must be completed for each USOE program offered by the educational agency prior to implementation. Instructions for the preparation of the PCI are included in Appendix A.

B. Student/Course Inventory

Equal in importance to the collection of data on programs is the gathering of data relating to the vocational education student. To successfully implement the "Student Accounting System," the student data files should contain information about the student's current course involvement and his/her previous course work. More specifically, the files should contain at least the following information:

1. County code
2. District code
3. School code
4. Student's name
5. Student's sex
6. Student's address
7. Student's telephone number
8. Student's unique number
9. Birth date
10. Present grade level
11. Racial/ethnic designation
12. Handicapped status
13. Limited English proficiency status.

14. Disadvantaged status
15. Instructional setting of handicapped, disadvantaged, LEA student
16. Date student left educational entity
17. Date A.A. degree granted
18. Date certificate granted
19. Current and past vocational education course information

    a. Course code
    b. Course title
    c. Grade level in which the course(s) was taken
    d. Units/credits earned for course
    e. Month/year course(s) completed
    f. Grade earned

There are many ways that a file outlay could be designed; however, the form shown below entitled "Vocational Education Student/Course Inventory" does show one way that a minimal, but sufficient, student data file might be established.

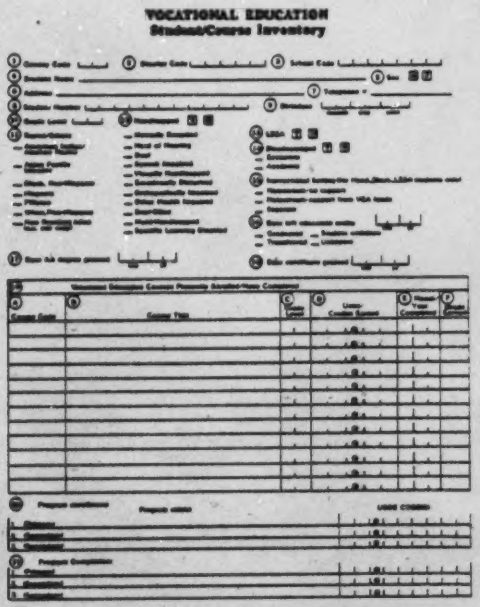


Figure 2

For those educational agencies that currently use a computer and will computerize this system, these data files should be easily obtainable. For those educational agencies which do not have the student data easily available and/or do not have computer capabilities and will be utilizing the manual system contained in this publication, it is strongly recommended that this form be used to collect the required information for system implementation. The completion of this form is necessary because the instructions for completing the manual system

make specific reference to various parts of the form making it more difficult to extract the necessary data if displayed in a different format.

In addition, an attachment (for manual system only) to the Student/Course Inventory has been designed to expedite the manual processing of the individual files.

NOTE: In order to successfully implement the "Student Accounting System," the Student/Course Inventory or its equivalent must be available for each student involved in vocational education in the most recently completed school year/semester. Instructions for the preparation of the Student/Course Inventory are included in Appendix B.

C. Roll/Attendance Sheets (for manual system only)

The gathering of the roll/attendance sheets for each vocational education course offered within the educational agency provides a listing of students who are involved in vocational education in which student information is required. Step Two of the instructions contains a method for identifying the student population for which Student/Course Inventories and Attachment sheets must be available. These files, in conjunction with program/course information, can then be analyzed to obtain enrollment, completion status and corresponding student characteristics.

Output Document

The Program Enrollment and Termination Report

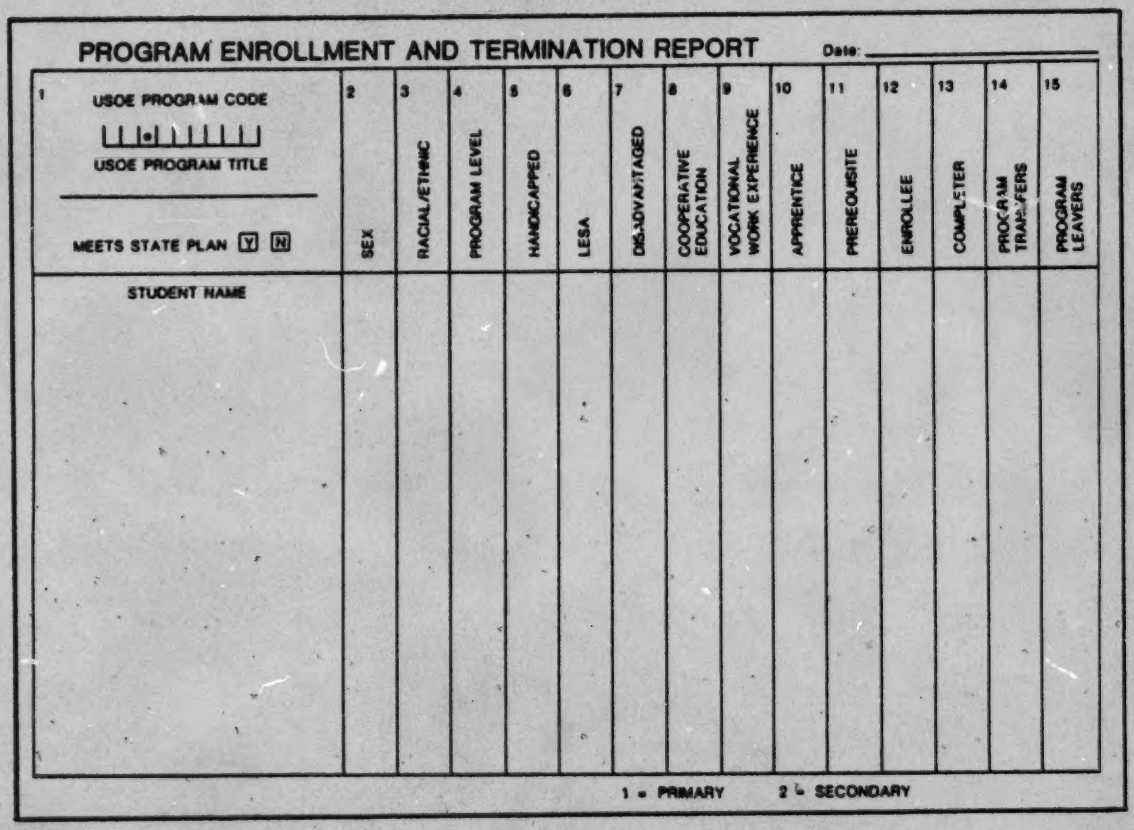
The heart of the "Student Accounting System" is the Program Enrollment and Termination Report. It was designed as an instrument to record the results of the process. (See Figure 3 next page.)

When complete, the report contains the following:

1. The personal characteristics of each student involved in each USOE program, e.g., sex, racial/ethnic identification program level, handicapped, limited English speaking ability and/or disadvantaged information (Column 1-7, Figure 3).

2. Whether a student was involved in a cooperative education, vocational work experience education, and/or apprenticeship course(s) (Column 8-10, Figure 3).

3. A visual account of the level of each student's involvement in vocational education for each USOE program the individual has participated in while attending the school/community college, i.e., prerequisite, enrollee, completer, transfer, and/or leaver (Column 11-15, Figure 3).



PROGRAM ENROLLMENT AND TERMINATION REPORT Date: _____

1 USOE PROGRAM CODE			2	3	4	5	6	7	8	9	10	11	12	13	14	15
USOE PROGRAM TITLE			SEX	RACIAL/ETHNIC	PROGRAM LEVEL	HANDICAPPED	LESA	DISADVANTAGED	COOPERATIVE EDUCATION	VOCATIONAL WORK EXPERIENCE	APPRENTICE	PREREQUISITE	ENROLLEE	COMPLETER	PROGRAM TRANSFERS	PROGRAM LEAVERS
MEETS STATE PLAN Y N																
STUDENT NAME																

1 = PRIMARY 2 = SECONDARY

Figure 3

The individual Program Enrollment and Termination Reports make an excellent source of reference for counselors to use when assisting students with career and curriculum discussions. However, the format of the REPORT does not lend itself to gaining the type of summary totals needed to make administrative decisions and to meeting State

reporting requirements. Therefore, it is suggested that the data contained on the individual REPORTS be summarized in a format more conducive for administrative purposes. Suggested summary report formats are included in Appendix C.

Data Relationships

Figure 4 on the following page represents a simplified schematic of the "Student Accounting System." As indicated in the diagram, the system utilizes matching course numbers and/or titles from the student files and a program/course inventory to first identify the population of vocational education students at the school site/LEA. Then, through the use of computer software or the manual process presented in this publication, each vocational education student file is again examined in conjunction with the program/course inventory to obtain enrollment, completion, termination and student characteristic data. The data is then entered and subsequently summarized on the Program Enrollment and Termination Report.

Unless history data is available for a number of semesters/years prior to implementing this system for the first time, not all of the output data will be available until programs have run an entire cycle. For example, if an auto mechanic program takes three years for an individual to complete, then history data would have to be available for both the student and program for the entire three years in order to determine if the student had completed all the courses necessary to be considered a program completer. This situation can be resolved by either providing the necessary history data for prior years or by implementing the system with the idea that certain data is not obtainable for some time, i.e., completer and leaver data.

Time and Sequence of Conducting the Student Accounting System

The "Student Accounting System" is designed to be conducted by the vocational education coordinator/dean/director or by persons designated to do so immediately upon completion of a single training cycle, whether it be a six-week, semester, or one-year cycle. When the system should

STUDENT ACCOUNTING SYSTEM DATA RELATIONSHIPS

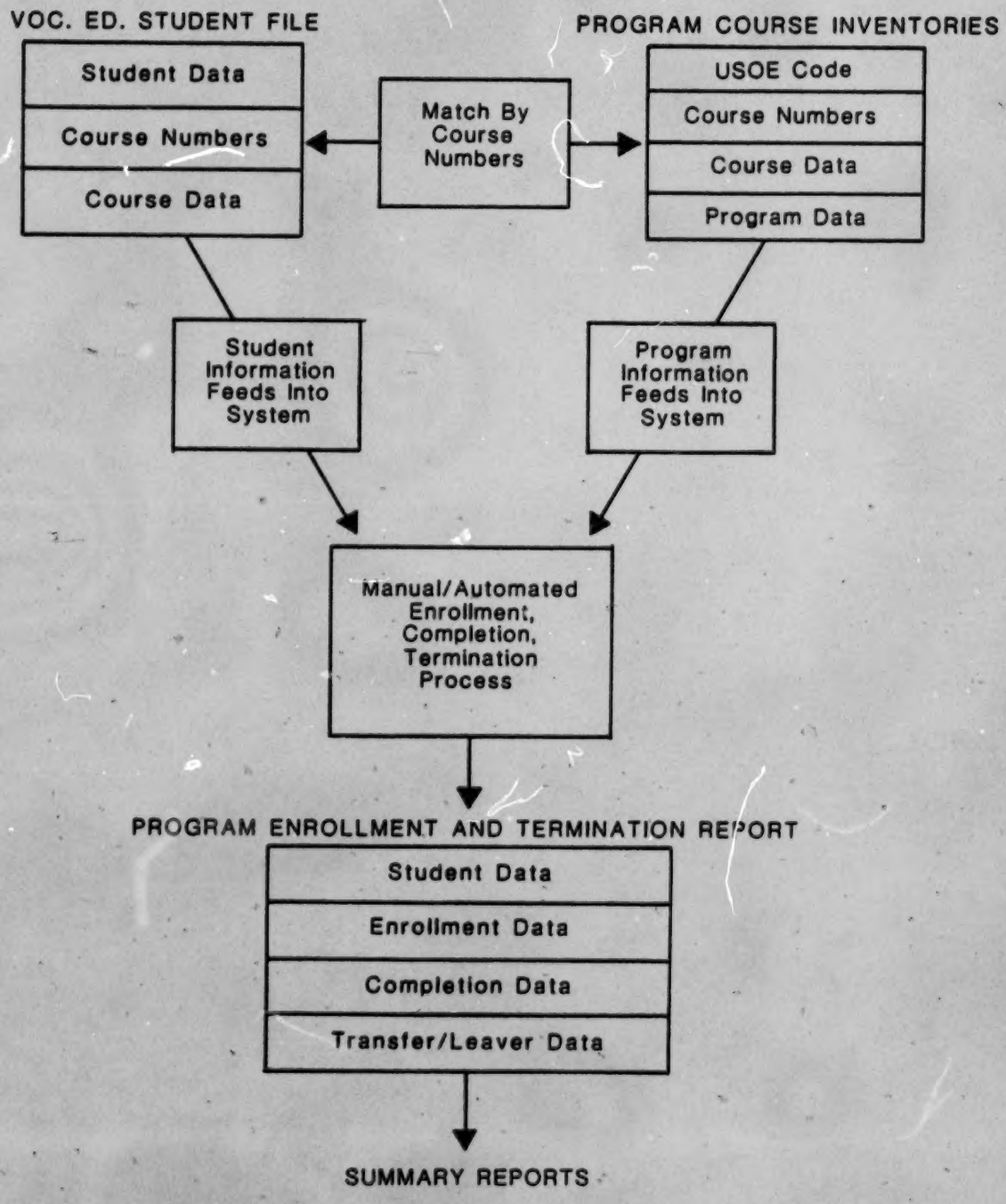


Figure 4

be conducted is influenced primarily by the availability of all required data (i.e., updated student data). The system is most beneficial if the necessary data is collected and entered onto the appropriate input documents as soon as possible after the completion of the cycle.

For those institutions which operate on a school year cycle, late June or July following the completed school year is probably the most appropriate time to conduct the "Student Accounting System." Annual implementation, therefore, could occur on or about successive Julys. This would make all available data needed for the VE 48s readily accessible in time for submission to the appropriate collection agency (i.e., district, State Department of Education). In addition, by conducting the system during the summer months, the Program Enrollment and Termination Reports would be available to teachers and counselors for purposes of assisting students make educational and career decisions.

If updated student/course data is available soon after the end of each semester, it is possible to conduct the system on a semester basis and to then develop cumulative totals for reporting purposes at the end of the school year.

Organizational Staff Requirements

The following suggested personnel have been identified as needed to successfully implement the "Student Accounting System." However, the educational institution may option to combine and/or expand on the staff functions in order to implement the system.

Vocational Education Coordinator/Dean/Director
Department Chairperson
Vocational Teacher
School Registrar
Clerical Staff

Staff Functions

The following are suggested functions of the various staff persons to successfully implement the "Student Accounting System":

1. The vocational coordinator/dean/director should be primarily responsible for coordinating the implementation of the "Student Accounting System." This person's first task would be to delegate to the appropriate person(s) the responsibility of collecting the necessary input data, i.e., program and student inventories.

   It is suggested that an inservice training session take place to inform all persons involved of the "what, how, when, and who" aspects of implementing such a system.

   The vocational coordinator/dean/director may want to assume the responsibility for insuring that all data is properly completed. This entails making sure all program data is consistent in its collection, especially in regard to the assigning of courses to specific programs and their coding. In addition, the coordinator/dean/director should be responsible for overseeing system maintenance and update.

2. The department chairperson should be primarily responsible for the correct completion of program inventory forms, or their equivalent, within his/her department. This person, with assistance and input from the vocational teachers, would need to identify:

   a. courses that comprise the programs within his/her department;

   b. all pertinent data related to those courses (i.e., purpose, relationship of each course within the overall program, minimum completion requirements, miscellaneous scheduling and operational aspects of program);

   c. the occupations for which the program is designed to train.

3. Vocational teachers should work with the department chairperson in defining and identifying occupational outcomes.

4. The registrar may be given the responsibility of collecting and maintaining all student information. If the manual system is utilized, it seems logical that this person/department would collect the necessary data to be utilized for each vocational education student. If the system is to be computerized, this person/department would be responsible for notifying the data processing department of all student and/or program changes.

5. The clerical staff would have the responsibility for the correct preparation of all program and student inventory forms. This would include: verifying that all data are present and that all entries adhere to space limitations if the system is computerized.

6. The data processing coordinator would be responsible for converting the manual system presented here into an automated system as well as running the stystem at the designated times to produce the desired report(s)

Instructions for Completing the Program Enrollment and Termination Report Manual System

The step-by-step instructions presented in this section are meant to be used as a suggested sequence of activities for manually completing the Program Enrollment and Termination Report (herein referred to as the REPORT). As users become familiar with the process, they may wish to make modifications to the sequence of activities in order to meet the unique needs of the educational agency. However, it is essential that the user of this system does not modify the incorporated definitions (i.e., enrollment, completion). The use of these standard definitions will assist in providing local, State and National administrators with uniform, accurate and reliable data on which to base decisions intended to improve vocational education.

The following instructions are divided into three major sections. The first section identifies those students who are involved in one and only one vocational training program. The second section is concerned with those students who are involved in two or more vocational training programs and the last section identifies leavers and transfers from all vocational training programs. The transfer process presented in section three was developed in response to the original Vocational Education Data System (VEDS), the National agency responsible for determining the types of data to be collected about vocational education. The most recent VEDS reports do not require the identification of transfers; however, this section has been maintained in the "Student Accounting System" for use by those educational agencies that wish to have this type of data for internal analysis purposes.

Parts of the instructions consist of a series of questions that have a "yes" or "no" answer. The answers to those questions will determine which set of steps and/or sections will be taken to complete the various columns of the REPORT. Steps One (1) through Three (3) must be completed for all students. Step Three (3) on page 22 will determine if Section I or Section II is to be utilized for the specific individual being examined.

To further clarify the instructions and to illustrate the answers to the questions contained herein, examples of fictitious student data files have been included. Since it would require several student files to illustrate both the "yes" and "no" answers to each question, it was decided that the examples shown would reflect the appropriate answers for the student file being utilized throughout the manual. Therefore, in most cases, only the "yes" or "no" answer to the question has been illustrated.

Instructional programs 09.01 through 09.0199, Consumer Homemaking, as well as all 10.00, Industrial Arts programs, are not specifically directed toward preparation for gainful employment and do not produce either enrollees or completers as per the NCES definitions (see pages 30 and 32 for definitions) which make specific reference to occupational objectives. Therefore, within the "Student Accounting System" these program areas are separated from the occupational preparation programs for ease in identifying these students who are involved in both an occupational preparation program and a non-occupational preparation program. (Reporting procedures allow for a duplicate count under these circumstances only.)

STEP ONE Program Enrollment and Termination Report (REPORT)

Prepare a separate REPORT for each vocational program offered within the educational agency which was identified when preparing the Program/Course Inventories (PCIs). Extract and transfer the USOE program code and title from Items B and H of the PCI to the spaces provided in Column 1 of the REPORT. In addition, make an "X" in either the Y (yes) or N (no) box to indicate if the program meets State Plan requirements. (This information is obtainable from Item J of the PCI.) Enter the time period which the REPORT reflects, i.e., School Year 1978-79, first semester of School Year 1978-79, October 1, 1978 to January 31, 1979, etc. Arrange and maintain the REPORTs in sequential order by USOE number.

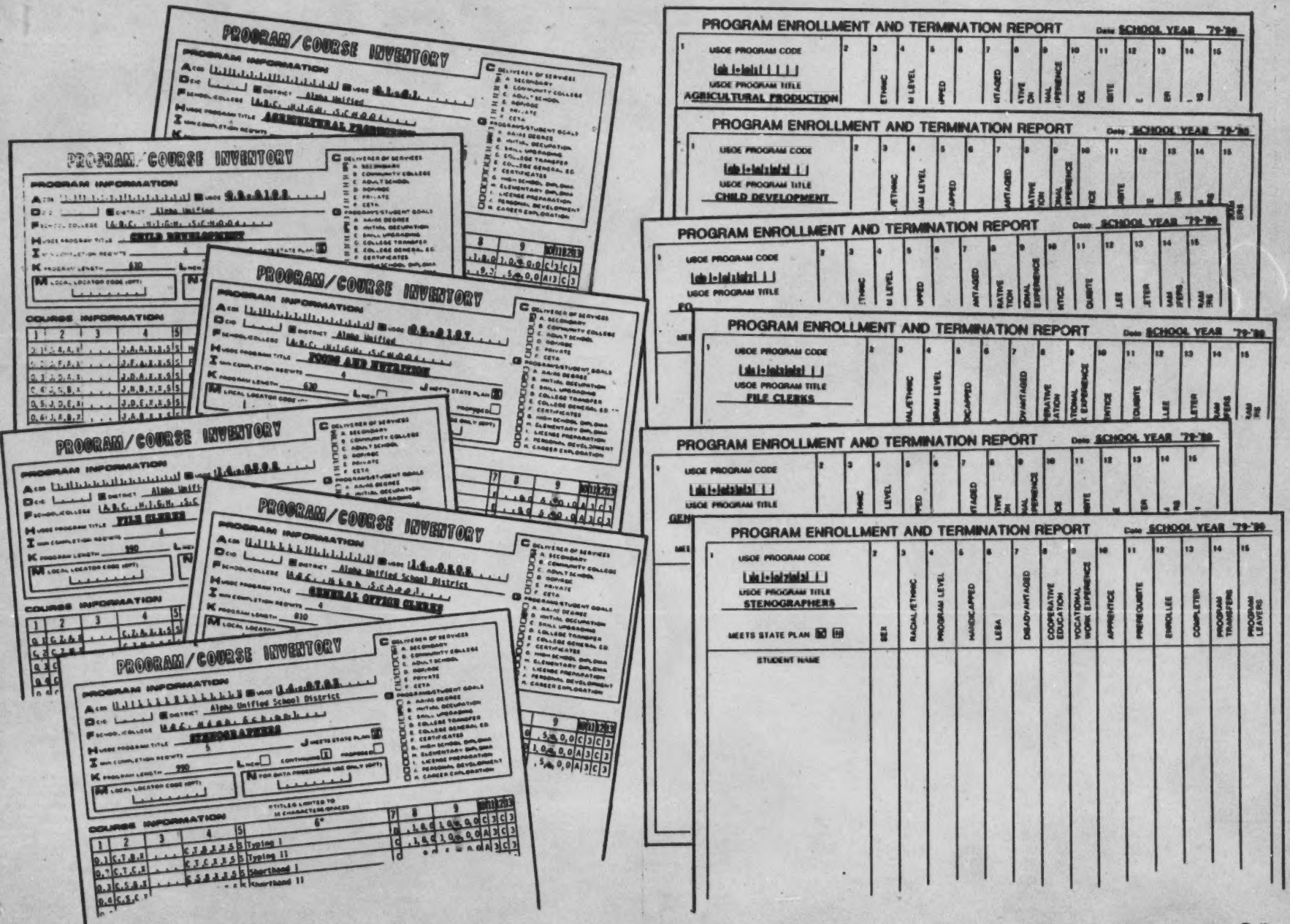
SEE FIGURE 5

STEP TWO Student/Course Inventory and Attachment

NOTE: The following instructions allow for processing data for one student at a time. To assist in easy handling of the many pieces of paper involved, it is suggested that the Student/Course Inventories be arranged and maintained in alphabetical order. Complete all columns of the REPORT for each individual before beginning the process for the next student whose name appears in alphabetical sequence.

In order to implement the manual system it is necessary to first complete a Student/Course Inventory for each student who completed a vocational education course during the most recently concluded school year. The names of the students can be obtained by gathering the roll/attendance sheets for each course which is listed on each of the PCIs and was offered during the most recently concluded school year or semester. A Student/Course Inventory should then be prepared for each student appearing on these roll/attendance sheets. (Instructions for completing the Student/Course Inventory are included in Appendix B.)

A Student/Course Inventory Attachment sheet (herein referred to as Attachment) should also be prepared for each Student/Course Inventory previously completed for those students involved in a vocational education course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GENERAL OFFICE CLERKS
STENOGRAPHERS
PROGRAM ENROLLMENT AND TERMINATION REPORT
USOE PROGRAM CODE
USOE PROGRAM TITLE
MEETS STATE PLAN
STUDENT NAME
SCHOOL YEAR '79-'80
SEX
RACIAL/ETHNIC
PROGRAM LEVEL
HANDICAPPED
LEP/A
DISADVANTAGED
COOPERATIVE EDUCATION
VOCATIONAL WORK EXPERIENCE
APPRENTICE
PREREQUISITE
ENROLLEE
COMPLETER
PROGRAM TRANSFERS
PROGRAM LEAVERS

Figure 5

during the time period in question. The Attachment was designed to provide additional information about the courses listed on the Student/Course Inventory. This information is needed to implement the manual system as presented here. When the Attachment is completed and placed next to the Student/Course Inventory, the following information will be available about each course the student has completed.

1. The USOE program(s) with which each course is associated.
2. The utilization/significance of that course as it relates to the total program, i.e., whether the course is required, required optional, or a prerequisite.
3. The number of contact hours for each course.

Staple an Attachment to the first student's Student/Course Inventory so that section 19 of the Student/Course Inventory lines up with the appropriate lines of the Attachment.

SEE FIGURE 6

Column G, USOE Program Code:

For each course listed in Item 19-B of the individual's Student/Course Inventory, find the PCI(s) in which that course appears. Enter the USOE program code(s) from Item B of the appropriate PCI(s) in Column G of the Attachment. Additional columns are provided for courses which are associated with several PCIs/USOE programs.

SEE FIGURE 7

Column H, Course Utilization:

For each course listed in Item 19-B of the Student/Course Inventory, transfer the "A" required, "B" required optional, or "C" prerequisite course

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code ___ (2) District Code ___ (3) School Code ___

(4) Student Name _____ (5) Sex [M] [F]

(6) Address _____ (7) Telephone # _____

(8) Student Number ___ (9) Birthdate ___ month day year

(10) Grade Level ___ (12) Handicapped [Y] [N]

(11) Racial/Ethnic
- American Indian/Alaskan Native
- Asian Pacific Islander
- Black, Non-Hispanic
- Hispanic
- Filipino
- White, Non-Hispanic
- Non Resident Alien (e.c. use only)

- Mentally Retarded
- Hard of Hearing
- Deaf
- Speech Impaired
- Visually Handicapped
- Emotionally Disturbed
- Orthopedically Impaired
- Other Health Impaired
- Deaf-Blind
- Multi-Handicapped
- Specific Learning Disabled

(13) LESA [Y] [N]

(14) Disadvantaged [Y] [N]
- Economic
- Academic

(15) Instructional Setting (for Hand./Disad./LESA students only)
- Mainstream/no support
- Mainstream/support from VEA funds
- Separate

(16) Date left education entity ___ mo yr
- Graduated
- Student withdrew
- Transferred
- Unknown

(17) Date AA degree granted ___ mo yr

(18) Date certificate granted ___ mo yr

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units Credits Earned	(I) Month/Year Completed	(F) Grade Earned

(20) Program enrollment:

Program title(s)	USOE CODE(S)
1. (Primary)	
2. (Secondary)	
3. (Secondary)	

(21) Program Completion:

1. (Primary)	
2. (Secondary)	
(Secondary)	

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours

Figure 6

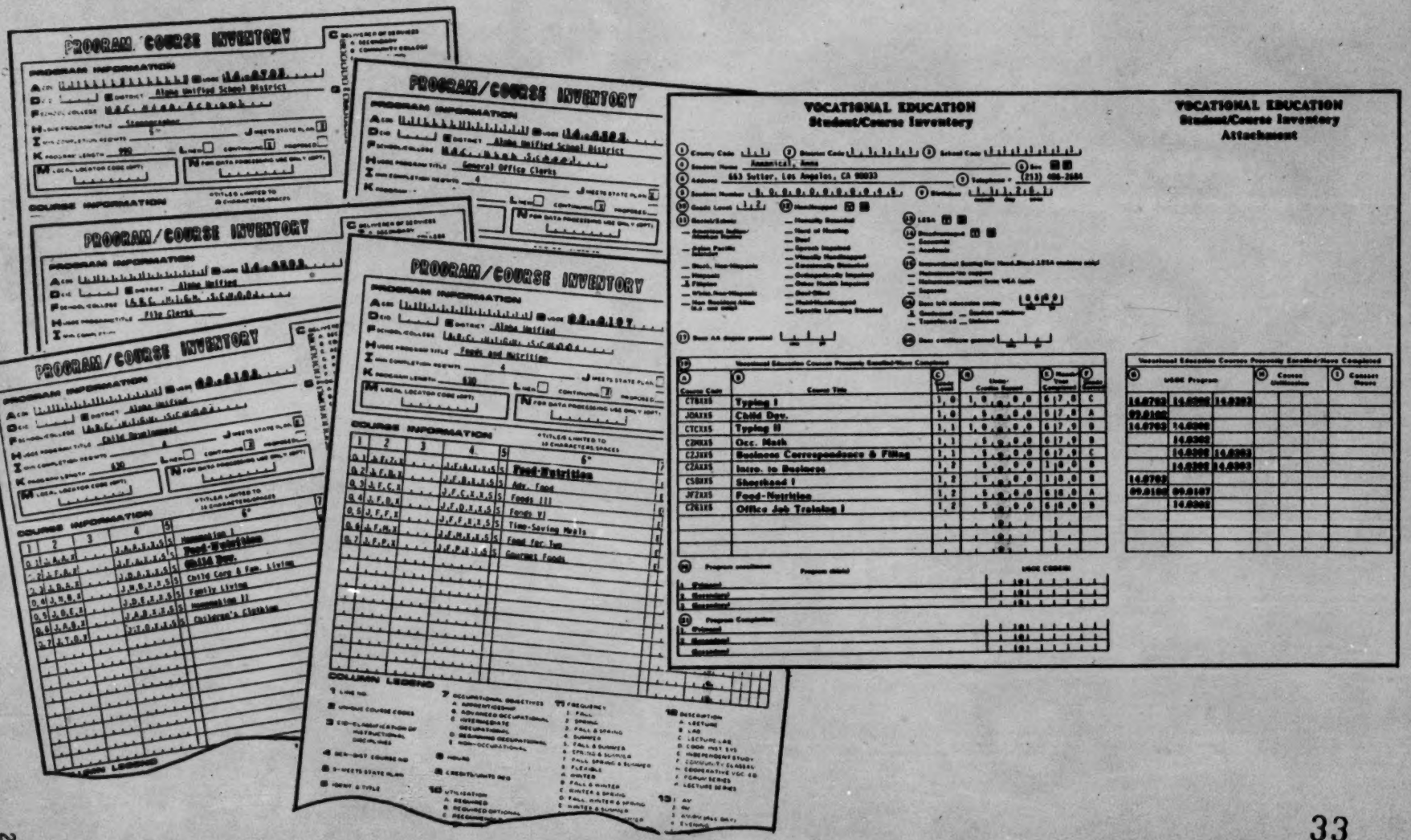

PROGRAM/COURSE INVENTORY
PROGRAM INFORMATION
COURSE INFORMATION
Alpha Unified School District
Food and Nutrition
Child Development
File Clerks
General Office Clerks
Stenographer
VOCATIONAL EDUCATION
Student/Course Inventory
VOCATIONAL EDUCATION
Student/Course Inventory
Attachment
Vocational Education Courses Presently Enrolled/Have Completed
Typing I
Child Dev.
Typing II
Occ. Math
Business Correspondence & Filing
Intro. to Business
Shorthand I
Food-Nutrition
Office Job Training I
COLUMN LEGEND

Figure 7

utilization designation code from Column 10 of the PCI to Column H of the Attachment. Additional columns are provided for courses which are associated with several PCIs/USOE programs.

SEE FIGURE 8

Column I, Contact Hours:

For each course listed in Item 19-B of the Student/Course Inventory, transfer the number of contact hours found in Column 8 of the PCI to Column I of the Attachment.

SEE FIGURE 9

STEP THREE Vocational Program Involvement

Question: Was the student involved in more than one (1) USOE/vocational program during the school term most recently concluded?

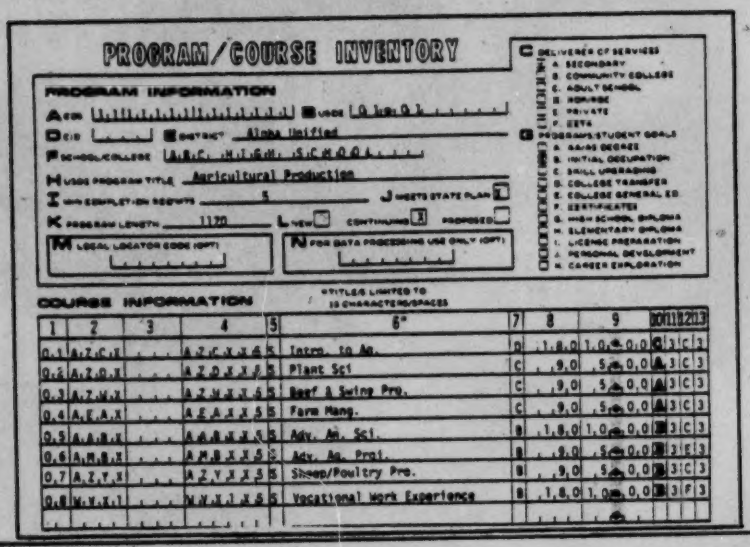
Process: Examine Column 19-E, Month/Year Completed, of the individual's Student/Course Inventory to identify the courses completed in the school term most recently concluded. For those courses meeting this criteria, examine the corresponding Column G, USOE Program Code, to determine if the course(s) is associated with more than one (1) USOE program. If Column G, USOE Program Code, lists more than one (1) USOE code number, the student has multiple program involvement that year and the answer to the question is "yes."

Answer: YES, the student was involved in more than one (1) USOE/vocational program during the most recently completed school term; therefore, complete the series of steps outlined in Section II beginning on page 43.

SEE FIGURE 10

NO, the student was only involved in one (1) USOE/vocational program during the school term just completed; therefore, complete the series of steps outlined in Section I beginning on page 27.

SEE FIGURE 11



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CDS [redacted] B LEA [redacted]

D CID [redacted] E DISTRICT Aloha Unified

F SCHOOL/COLLEGE Aloha High School

H LEAD PROGRAM TITLE Agricultural Production

I MIN COMPLETION REQMTS 5 J MEETS STATE PLAN Y

K PROGRAM LENGTH 1120 L NEW ☐ CONTINUING ☒ PROPOSED ☐

M LOCAL LOCATOR CODE (OPT) [redacted]

N FOR DATA PROCESSING USE ONLY (OPT) [redacted]

C DELIVERER OF SERVICES: A SECONDARY; B COMMUNITY COLLEGE; C ADULT SCHOOL; D REGIONAL; E PRIVATE; F ROP/C

G PROGRAM'S STUDENT GOALS: A ASSOC DEGREE; B INITIAL OCCUPATION; C SKILL UPGRADING; D COLLEGE TRANSFER; E COLLEGE GENERAL ED; F CERTIFICATES; G HIGH SCHOOL DIPLOMA; H ELEMENTARY DIPLOMA; I LICENSE PREPARATION; J PERSONAL DEVELOPMENT; K CAREER EXPLORATION

COURSE INFORMATION (TITLES LIMITED TO 30 CHARACTERS/SPACES)

1	2	3	4	5	6*	7	8	9	10	11	12	13
0,1	A,Z,C,X	. . .	A Z C X X 6	5	Intro. to Ag.	D	1.0	1.0 0.0	G	3	C	3
0,2	A,Z,D,X	. . .	A Z D X X 6	5	Plant Sci	C	.9,0	.5 0.0	A	3	C	3
0,3	A,Z,V,X	. . .	A Z V X X 6	5	Beef & Swine Pro.	C	.9,0	.5 0.0	A	3	C	3
0,4	A,E,A,X	. . .	A E A X X 5	5	Farm Mang.	C	.9,0	.5 0.0	A	3	C	3
0,5	A,A,B,X	. . .	A A B X X 6	5	Adv. An. Sci.	B	1.0	1.0 0.0	B	3	C	3
0,6	A,M,B,X	. . .	A M B X X 5	5	Adv. Ag. Proj.	B	.9,0	.5 0.0	B	3	C	3
0,7	A,Z,Y,X	. . .	A Z Y X X 5	5	Sheep/Poultry Pro.	B	.9,0	.5 0.0	B	3	C	3
0,8	W,V,X,1	. . .	W V X 1 X 6	5	Vocational Work Experience	B	1.0	1.0 0.0	B	3	F	3

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1,1 (2) District Code 1,1,1,1,1 (3) School Code 1,1,1,1,1,1,1

(4) Student Name ADAMS, JAMES (5) Sex M F

(6) Address 101 Mission Rd., Los Angeles, CA 90033 (7) Telephone # (213) 787-7291

(8) Student Number 8,0,0,0,0,0,0,0,0,2,0 (9) Birthdate 0 2 0 1 6 1 (month day year)

(10) Grade Level 1,2 (11) Handicapped Y N

(12) Racial/Ethnic: — American Indian/Alaskan Native; — Asian Pacific Islander; J Black, Non-Hispanic; — Hispanic; — Filipino; — White, Non-Hispanic; — Not Reported Above (e.g. see comp)

— Mentally Retarded; — Hard of Hearing; — Deaf; — Speech Impaired; — Visually Handicapped; — Emotionally Disturbed; — Orthopedically Impaired; — Other Health Impaired; — Deaf-Blind; — Multi-Handicapped; — Specific Learning Disabled

(13) LEP Y N

(14) Disadvantaged Y N: E Economic; A Academic

(15) Instructional Setting for Handicapped LEP students only: — Mainstream/no support; — Mainstream/support from VEA funds; — Segregated?

(16) Does last education entity 0,4,5,0 (LEA) Graduated; — Transferred; — Student withdrew; — Unknown

(17) Does AA degree granted [redacted]

(18) Does certificate granted [redacted]

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Course Level	(D) Units Credits Earned	(E) Month/Year Completed	(F) Grade Earned
AZCXX5	Intro. to Ag.	1,0	1.0 .0 0.0	1| 7, 8	C
AZDXX5	Plant Sci.	1,0	.5 .0 0.0	1| 7, 8	C
AZVXX5	Sheep/Poultry Pro.	1,0	.5 .0 0.0	1| 7, 8	C
AEAXX5	Farm Mang.	1,1	.5 .0 0.0	1| 7, 9	B
AZGXX5	Beef & Swine Pro.	1,1	.5 .0 0.0	1| 7, 9	B
AABXX5	Adv. An. Sci.	1,2	1.0 .0 0.0	1| 8, 0	C
UVX1X5	Vocational Work Experience	1,2	1.0 .0 0.0	1| 8, 0	B
			. .0 .	| .	
			. .0 .	| .	
			. .0 .	| .	
			. .0 .	| .	
			. .0 .	| .	

(20) Program enrollment — Program exists — USOE CODE(S)

1. Primary
2. Secondary
3. Secondary

(21) Program Completion

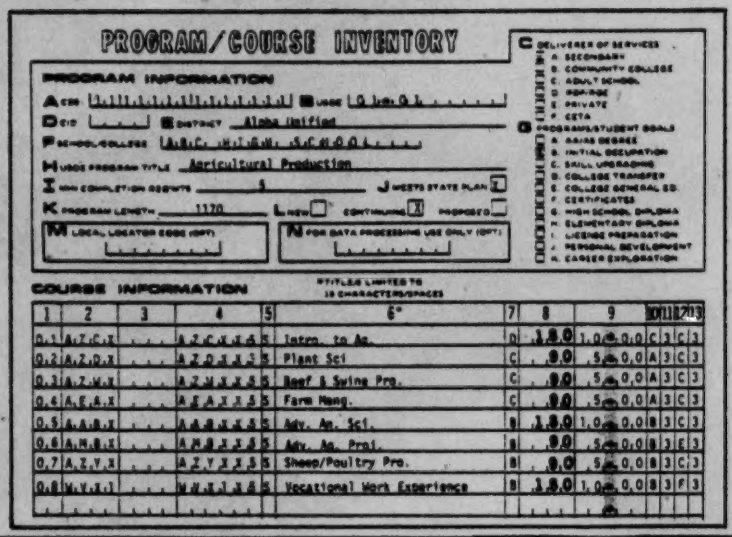
1. Primary
2. Secondary
3. Secondary

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program	(H) Course Utilization	(I) Contact Hours
01.01	C	
01.01	A	
01.01	B	
01.01	A	
01.01	A	
01.01	B	
01.01	B	

Figure 8 35



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CDS [redacted] B USOE 0 1 0 1 . . . .

D CID [redacted] E DISTRICT Alpha Unified

F SCHOOL/COLLEGE [redacted]

H USOE PROGRAM TITLE Agricultural Production

I MIN COMPLETION HRS/WKS 5 J MEETS STATE PLAN Y

K PROGRAM LENGTH 1170 L NEW ☐ CONTINUING ☒ PROPOSED ☐

M LOCAL LOCATOR CODE (OPT) [redacted]

N FOR DATA PROCESSING USE ONLY (OPT) [redacted]

C DELIVERER OF SERVICES
A. SECONDARY
B. COMMUNITY COLLEGE
C. ADULT SCHOOL
D. ROP/ROC
E. PRIVATE
F. CETA

G PROGRAM/STUDENT GOALS
A. AA/AS DEGREE
B. INITIAL OCCUPATION
C. SKILL UPGRADING
D. COLLEGE TRANSFER
E. COLLEGE GENERAL ED
F. CERTIFICATES
G. HIGH SCHOOL DIPLOMA
H. ELEMENTARY DIPLOMA
I. LICENSE PREPARATION
J. PERSONAL DEVELOPMENT
K. CAREER EXPLORATION

COURSE INFORMATION

TITLES LIMITED TO 18 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10 11	12	13
0.1	A,Z,C,X	. . .	A Z C X X X 5		Intro. to Ag.	D	1.0.0	1.0 0.0	C	C	3
0.2	A,Z,D,X	. . .	A Z D X X X 5		Plant Sci	C	.5.0	.5 0.0	A	C	3
0.3	A,Z,W,X	. . .	A Z W X X X 5		Beef & Swine Pro.	C	.5.0	.5 0.0	A	C	3
0.4	A,E,A,X	. . .	A E A X X X 5		Farm Mang.	C	.5.0	.5 0.0	A	C	3
0.5	A,A,B,X	. . .	A A B X X X 5		Adv. An. Sci.	B	1.0.0	1.0 0.0	B	C	3
0.6	A,H,B,X	. . .	A H B X X X 5		Adv. Ag. Prod.	B	.5.0	.5 0.0	B	E	3
0.7	A,Z,Y,X	. . .	A Z Y X X X 5		Sheep/Poultry Pro.	B	.5.0	.5 0.0	B	C	3
0.8	W,X,X,1	. . .	W X X 1 X X 5		Vocational Work Experience	B	1.0.0	1.0 0.0	B	F	3

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Adams, James (5) Sex M ☒ F ☐

(6) Address 101 Mission Rd., Los Angeles, CA 90033 (7) Telephone # (213) 787-7291

(8) Student Number 8 0 0 0 0 0 0 0 0 2 0 (9) Birthdate 0 2 0 1 6 1 (month day year)

(10) Grade Level 1 2 (11) Handicapped Y ☒ N ☐

(12) Racial Ethnic
— American Indian/Alaskan Native
— Asian Pacific Islander
— Black, Non-Hispanic
— Hispanic
— Filipino
— White, Non-Hispanic
— Non-Resident Alien (d.d. not enter)

— Mentally Retarded
— Hard of Hearing
— Deaf
— Speech Impaired
— Visually Handicapped
— Emotionally Disturbed
— Orthopedically Impaired
— Other Health Impaired
— Deaf-Blind
— Multi-Handicapped
— Specific Learning Disabled

(13) LEP Y ☒ N ☐

(14) Disadvantaged Y ☒ N ☐
— Economic
A Academic

(15) Instructional Setting (for Handicapped LEP students only)
— Mainstream/no support
— Mainstream/support from VEA funds
— Separate

(16) Date left education entry 0 6 8 0 (mo yr)
D Graduated — Student withdrew
— Transferred — Unknown

(17) Date AA degree granted [redacted] (mo yr)

(18) Date certificate granted [redacted] (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/Credits Earned	(E) Month-Year Completed	(F) Grade Earned
AZCXXS	Intro. to Ag.	1,0	1.0.0.0.0	1 1 7 8	C
AZDXXS	Plant Sci.	1,0	.5.0.0.0	1 1 7 8	C
AZVXXS	Sheep/Poultry Pro.	1,0	.5.0.0.0	1 1 7 8	C
AEAXXS	Farm mang.	1,1	.5.0.0.0	1 1 7 9	B
AZWXXS	Beef & Swine Pro.	1,1	.5.0.0.0	1 1 7 9	B
AABXXS	Adv. An. Sci.	1,2	1.0.0.0.0	1 1 8 0	C
WXXIXS	Vocational Work Experience	1,2	1.0.0.0.0	1 1 8 0	B
			. . . .		
			. . . .		
			. . . .		
			. . . .		
			. . . .		

(20) Program enrollment — Program intent — USOE CODE(S)
1. Primary
2. Secondary
3. Secondary

(21) Program Completion
1. Primary
2. Secondary
3. Secondary

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program	(M) Course Utilization	(I) Contact Hours
01.01	C	180
01.01	A	90
01.01	B	90
01.01	A	90
01.01	A	90
01.01	B	180
01.01	B	180

Figure 9

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Annonical, Anna (5) Sex M X

(6) Address 653 Sutter, Los Angeles, CA 90033 (7) Telephone # (213) 486-2684

(8) Student Number B 0 0 0 0 0 0 0 0 4 5 (9) Birthdate 1 1 1 2 6 1 (month day year)

(10) Grade Level 1 2 (12) Handicapped Y N

(11) Racial/Ethnic
- — American Indian/Alaskan Native
- — Asian Pacific Islander
- — Black, Non-Hispanic
- — Hispanic
- X Filipino
- — White, Non-Hispanic
- — Non Resident Alien (c.c. use only)

- — Mentally Retarded
- — Hard of Hearing
- — Deaf
- — Speech Impaired
- — Visually Handicapped
- — Emotionally Disturbed
- — Orthopedically Impaired
- — Other Health Impaired
- — Deaf-Blind
- — Multi-Handicapped
- — Specific Learning Disabled

(13) LESA Y N

(14) Disadvantaged Y N
- — Economic
- — Academic

(15) Instructional Setting (for Hand. Disad. LESA students only)
- — Mainstream/no support
- — Mainstream/support from VEA funds
- — Separate

(16) Date left education entity 0 6 8 0 (mo yr)
- X Graduated
- — Transferred
- — Student withdrew
- — Unknown

(17) Date AA degree granted (mo yr)

(18) Date certificate granted (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(E) Month/ Year Completed	(F) Grade Earned
CTBXX5	Typing I	10	1.00	6 78	C
JDAXX5	Child Dev.	10	.50	5 78	A
CTCXX5	Typing II	11	1.00	6 79	B
CZMXX5	Occ. Math	11	.50	6 79	B
CZJXX5	Business Correspondence & Filing	11	.50	6 79	C
CZAXX5	Intru. to Business	12	.50	1 80	B
CSBXX5	Shorthand I	12	.50	1 80	B
JFZXX5	Food-Nutrition	12	.50	6 80	A
CZG1X5	Office Job Training I	12	.50	6 80	B
			.		
			.		
			.		

(20) Program enrollment:

Program title(s)	USOE CODE(S)
1. (Primary)	
2. (Secondary)	
3. (Secondary)	

(21) Program Completion:

1. (Primary)	
2. (Secondary)	
(Secondary)	

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			A		90

Figure 10

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Adams, James (5) Sex M F

(6) Address 101 Mission Rd., Los Angeles, CA 90033 (7) Telephone # (213) 787-7291

(8) Student Number 8 0 0 0 0 0 0 0 0 2 0 (9) Birthdate 0 2 0 1 6 1 (month day year)

(10) Grade Level 1 2 (12) Handicapped V N

(11) Racial/Ethnic
- — American Indian/Alaskan Native
- — Asian Pacific Islander
- X Black, Non-Hispanic
- — Hispanic
- — Filipino
- — White, Non-Hispanic
- — Non Resident Alien (s.c. use only)

- — Mentally Retarded
- — Hard of Hearing
- — Deaf
- — Speech Impaired
- — Visually Handicapped
- — Emotionally Disturbed
- — Orthopedically Impaired
- — Other Health Impaired
- — Deaf-Blind
- — Multi-Handicapped
- — Specific Learning Disabled

(13) LESA V N

(14) Disadvantaged V N
- — Economic
- X Academic

(15) Instructional Setting (for Hand.,Disad.,LESA students only)
- — Mainstream/no support
- — Mainstream/support from VEA funds
- — Separate

(16) Date left education entity 0 6 8 0 (mo yr)
- X Graduated — Student withdrew
- — Transferred — Unknown

(17) Date AA degree granted (mo yr)

(18) Date certificate granted (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(E) Month/ Year Completed	(F) Grade Earned
AZCXX5	Intro. to Ag.	10	1.0	1 7 8	C
AZDXX5	Plant Sci.	10	.5	1 7 8	C
AZYXX5	Sheep/Poultry Pro.	10	.5	1 7 8	C
AEAXX5	Farm Mang.	11	.5	1 7 9	B
AZWXX5	Beef & Swine Pro.	11	.5	1 7 9	B
AABXX5	Adv. An. Sci.	12	1.0	1 8 0	C
WVX1X5	Vocational Work Experience	12	1.0	6 8 0	B

(20) Program enrollment

Program title(s)	USOE CODE(S)
1. (Primary)	
2. (Secondary)	
3. (Secondary)	

(21) Program Completion

1. (Primary)	
2. (Secondary)	
(Secondary)	

VOCATIONAL EDUCATION
Student/Course Inventory Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
01.01			C			180
01.01			A			90
01.01			B			90
01.01			A			90
01.01			A			90
01.01			B			180
01.01			B			180

Figure 11

SECTION I

SINGLE USOE/VOCATIONAL PROGRAM INVOLVEMENT ONLY

STEP I-FOUR Program Enrollment and Termination Report

Find the REPORT that is associated with the program the individual was involved in during the most recently completed school term. Enter the student's name, last name first, in Column 1 of the REPORT.

SEE FIGURE 12

STEP I-FIVE 09.01 or 10.00 Program Involvement

Question: Was the student involved in an 09.01, Consumer Homemaking, or 10.00, Industrial Arts, program during the school term just completed?

Process: Examine Column 19-G, USOE Program Code, of the Attachment for an 09.01 or 10.00 series program code(s) that would indicate that the individual was involved in a Consumer Homemaking or Industrial Arts program. Verify that the course(s) associated with the USOE code was completed during the most recently concluded school term by examining the corresponding Column 19-E, Month/Year Completed.

Answer: NO, the student was not involved in an 09.01 or 10.00 program during the most recently completed school term; therefore, proceed to STEP I-SIX beginning on page 30.

YES, the student was involved in an 09.01 or 10.00 program in the school term just completed. Therefore, enter a "1" in Column 12, Enrollee, of the REPORT opposite the student's name. Proceed to STEP I-EIGHT beginning on page 36.

SEE FIGURE 13

VOCATIONAL EDUCATION
Student/Course Inventory

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

(1) County Code 1,1 (2) District Code 1,1,1,1,1 (3) School Code 1,1,1,1,1,1,1
(4) Student Name Adams, James (5) Sex M F
(6) Address 101 Mission Rd., Los Angeles, CA 90033 (7) Telephone # (213) 787-7291
(8) Student Number 8,0,0,0,0,0,0,0,2,0 (9) Birthdate 0,2,0,1,6,1 (month, day, year)
(10) Grade Level 1,2 (11) Handicapped Y N
(12) Racial/Ethnic — American Indian/Alaskan Native — Asian Pacific Islander — Black, Non-Hispanic — Hispanic — Filipino — White, Non-Hispanic — Non Resident Alien (i.e. Int. only)
— Mentally Retarded — Hard of Hearing — Deaf — Speech Impaired — Visually Handicapped — Emotionally Disturbed — Orthopedically Impaired — Other Health Impaired — Deaf-Blind — Multi-Handicapped — Specific Learning Disabled
(13) LEBA Y N
(14) Disadvantaged Y N — Economic — X Academic
(15) Instructional Setting (for Hand., Disad., LEBA students only) — Mainstream/no support — Mainstream/support from VEA funds — Separate
(16) Done left education entity 0,6,8,0 (month, year) — X Graduated — Transferred — Student withdrew — Unknown
(17) Done AA degree granted (month, year)
(18) Done certificate granted (month, year)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units Credits Earned	(I) Month Year Completed	(J) Grade Earned
AZCXX5	Intro. to Ag.	1,0	1,0,0,0	1|7,8	C
AZDXX5	Plant Sci.	1,0	,5,0,0	1|7,8	C
AZYXX5	Sheep/Poultry Pro.	1,0	,5,0,0	1|7,8	C
AEAXX5	Farm Mang.	1,1	,5,0,0	1|7,9	B
AZMXX5	Beef & Swine Pro.	1,1	,5,0,0	1|7,9	B
AABXX5	Adv. An. Sci.	1,2	1,0,0,0	1|8,0	C
WVX1X5	Vocational Work Experience	1,2	1,0,0,0	6|8,0	B
			, , ,	|	
			, , ,	|	
			, , ,	|	
			, , ,	|	
			, , ,	|	

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program	(H) Course Utilization	(I) Contact Hours
01.01	C	180
01.01	A	90
01.01	B	90
01.01	A	90
01.01	A	90
01.01	B	180
01.01	B	180

(20) Program enrollment — Program Intent — USOE CODE(S)
1. Primary
2. Secondary
3. Secondary

(21) Program Completion
1. Primary
2. Secondary
Secondary

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE 0,1,0,1
USOE PROGRAM TITLE AGRICULTURAL PRODUCTION
MEETS STATE PLAN X N

STUDENT NAME	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
Adams, James														

1 = PRIMARY 2 = SECONDARY

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Figure 12

VOCATIONAL EDUCATION
Student/Course Inventory

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

(1) County Code (2) District Code (3) School Code

(4) Student Name: Anderson, Carla (5) Sex

(6) Address: 3341 Sierra Dr., Los Angeles, CA 90033 (7) Telephone #: (213) 648-2251

(8) Student Number: 8 0 0 0 0 0 0 0 3 4 (9) Birthdate: 0 7 2 9 8 2 (month day year)

(10) Grade Level (11) Handicapped

(12) Racial/Ethnic
- American Indian/Alaskan Native
- Asian Pacific Islander
- Black, Non-Hispanic
- Hispanic
- Filipino
- White, Non-Hispanic
- Non Resident Alien (U.S. card only)

- Hearing Impaired
- Hard of Hearing
- Deaf
- Speech Impaired
- Visually Handicapped
- Emotionally Disturbed
- Orthopedically Impaired
- Other Health Impaired
- Deaf-Blind
- Multi-Handicapped
- Specific Learning Disabled

(13) LEBA

(14) Disadvantaged
- Economic
- Academic

(15) Instructional Setting (for Hand., Disad., LEBA students only)
- Mainstream/no support
- Mainstream/support from VEA funds
- Separate

(16) Date left education entity (month year)
- Graduated
- Transferred
- Student withdrew
- Unknown

(17) Date AA degree granted (month year)

(18) Date certificate granted (month year)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(E) Month/ Year Completed	(F) Grade Earned
JFAXX5	Food-Nutrition	10	.5 .0 .0	17,9	B
JFBXX5	Adv. Food	11	.5 .0 .0	18,0	B
JFFXX5	Time-Saving Meals	11	.5 .0 .0	68,0	B
			. . .		
			. . .		
			. . .		
			. . .		
			. . .		
			. . .		
			. . .		
			. . .		
			. . .		

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
09.0102	09.0107		A	A		90
	09.0107			A		90
	09.0107			A		90

(20) Program enrollment — Program title — USOE code(s)
1. (Primary)
2. (Secondary)
3. (Secondary)

(21) Program Completion
1. (Primary)
2. (Secondary)
(Secondary)

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE: 0 9 . 0 1 0 7 1
USOE PROGRAM TITLE: Food-Nutrition
MEETS STATE PLAN: [X] [N]

STUDENT NAME	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
Anderson, Carla											1			

1 = PRIMARY 2 = SECONDARY

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Figure 13 43

STEP I-SIX Program Enrollee

Definition of a Program Enrollee: The National Center for Educational Statistics (NCES) defines a program enrollment as the official entrance of a student into a vocational education program at a level at which a vocational objective can be stated or implied. For practical application, a student is considered enrolled in a vocational education program when s/he is taking one or more "A" required, or "B" required optional course(s) within an identified program.

Question: During the most recently completed school term, did the student complete an "A" (required) or "B" (required optional) course in the program?

Process: Examine both Column 19-E, Month/Year Completed, and Column H, Course Utilization, of the individual's Student/Course Inventory and Attachment to determine if the course(s) the individual has completed during the school term just concluded has an "A" or "B" code designation.

Answer: YES, the student has completed a course(s) within the program that has an "A" or "B" code designation. Therefore, the student is considered an enrollee of the program and a "1" should be placed in Column 12, Enrollee, of the appropriate REPORT opposite the student's name. Proceed to STEP I-SEVEN on page 32.

SEE FIGURE 14

NO, the student has not completed a course within a program which has an "A" or "B" code designation during the most recent school term. Therefore, the student must be involved in the program at a prerequisite level only during the school term being examined and a "1" is to be placed in Column 11, Prerequisite, of the appropriate REPORT opposite the student's name. Proceed to STEP I-SEVEN on page 32.

VOCATIONAL EDUCATION
Student/Course Inventory

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Adams, James (5) Sex M F

(6) Address 101 Mission Rd., Los Angeles, CA 90033 (7) Telephone # (213) 787-7291

(8) Student Number 8 0 0 0 0 0 0 0 0 0 (9) Birthdate 0 2 0 1 6 1 (month day year)

(10) Grade Level 1 2 (11) Handicapped Y N

(12) Racial/Ethnic
- Amerindian/Indian/Alaskan Native
- Asian/Pacific Islander
- X Black, Non-Hispanic
- Hispanic
- Filipino
- White, Non-Hispanic
- Non Resident Alien (i.e. non-US)

(11) Handicapped
- Mentally Retarded
- Hard of Hearing
- Deaf
- Speech Impaired
- Visually Handicapped
- Emotionally Disturbed
- Orthopedically Impaired
- Other Health Impaired
- Learning Disabled
- Multi-Handicapped
- Specific Learning Disabled

(13) LESA Y N

(14) Disadvantaged X N
- Economic
- X Academic

(15) Instructional Setting for Hand./Disad./LESA students only
- Maintenance/no support
- Maintenance/support from VEA funds
- Separate

(16) Date left education entity 0 6 8 0 (mo yr)
- Graduated
- Transferred
- Student withdrew
- Unknown

(17) Date AA degree granted (mo yr)

(18) Date certificate granted (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/Credits Earned	(E) Month/Year Completed	(F) Grade Earned
AZCXX5	Intro. to Ag.	10	1.0	1 7 8	C
AZDXX5	Plant Sci.	10	.5	1 7 8	C
AZYXX5	Sheep/Poultry Pro.	10	.5	1 7 8	C
AEAXX5	Farm Mang.	11	.5	1 7 9	B
AZWXX5	Beef & Swine Pro.	11	.5	1 7 9	B
AABXX5	Adv. An. Sci.	12	1.0	1 8 0	C
WVXIX5	Vocational Work Experience	12	1.0	6 8 0	B

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program	(H) Course Utilization	(I) Contact Hours
01.01	C	180
01.01	A	90
01.01	B	90
01.01	A	90
01.01	A	90
01.01	B	180
01.01	B	180

(20) Program enrollment — Program data(s) — USOE CODE(S)
1. Primary
2. Secondary
3. Secondary

(21) Program Completion
1. Primary
2. Secondary
Secondary

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date School Year '79-'80

1 USOE PROGRAM CODE 0 1 . 0 1 | | | |

USOE PROGRAM TITLE
Agricultural Production

MEETS STATE PLAN X N

2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
STUDENT NAME													
Adams, James										1			

1 = PRIMARY 2 = SECONDARY

Figure 14

STEP I-SEVEN Program Completer

Definition of a Program Completer: A program completer is a student who finishes a planned sequence of courses, services or activities designed to meet an occupational objective and which purports to teach entry-level job skills (Federal Register, Monday, October 3, 1977). For practical application, a student is considered a program completer when s/he has successfully completed the minimum requirements as identified in Item I of the PCI. (The minimum completion requirements include all "A" required, and a minimum number of "B" required optional courses.)

Question A: Has the student completed all "A" (required) courses associated with the program s/he is involved in and received a passing grade?

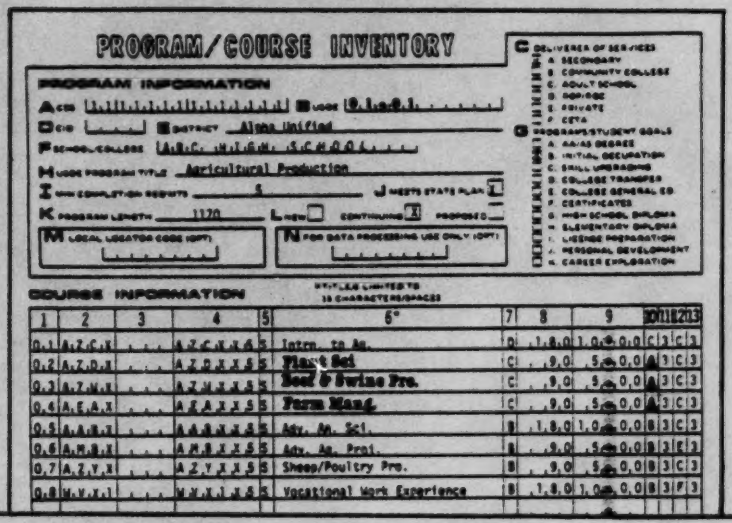
Process: Find the PCI which corresponds to the program in which the student is involved. Compare the course(s) on the PCI that have an "A" designation in Column 10, Utilization, with the course(s) successfully completed by the individual that have an "A" designation in Column 19-H, Course Utilization, on the Attachment. (This includes all courses the student has completed regardless of the year taken.) Do all of the "A" courses on the PCI appear on the individual's Student/Course Inventory?

Answer: NO, the student has not successfully completed all of the "A" courses that appear on the corresponding PCI. Therefore, s/he is not considered a completer of the program at this time. Proceed to STEP I-EIGHT on page 36.

YES, the student has successfully completed all of the "A" courses that appear on the PCI; PROCEED TO NEXT QUESTION.

SEE FIGURE 15

Question B: Where the student has successfully completed all "A" courses in a program, has the student taken the minimum number of "B" (required optional) courses associated with program s/he is involved with and received a passing grade in each course?



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CDS [redacted] B USOE [redacted]

D DIS [redacted] E DISTRICT Algoa Unified

F SCHOOL-COLLEGE [redacted]

H USOE PROGRAM TITLE Agricultural Production

I NUM COMPLETION RESULTS 5 J MEETS STATE PLAN [redacted]

K PROGRAM LENGTH 1170 L NEW [redacted] CONTINUING X PROPOSED [redacted]

M LOCAL LOCATOR CODE (OPT) [redacted]

N FOR DATA PROCESSING USE ONLY (OPT) [redacted]

C DELIVERER OF SERVICES
A. SECONDARY
B. COMMUNITY COLLEGE
C. ADULT SCHOOL
D. REGIONAL
E. PRIVATE
F. CETA

G PROGRAM/STUDENT GOALS
A. AA/AS DEGREE
B. INITIAL OCCUPATION
C. SKILL UPGRADING
D. COLLEGE TRANSFER
E. COLLEGE GENERAL ED
F. CERTIFICATES
G. HIGH SCHOOL DIPLOMA
H. ELEMENTARY DIPLOMA
I. LICENSE PREPARATION
J. PERSONAL DEVELOPMENT
K. CAREER EXPLORATION

COURSE INFORMATION

TITLES LIMITED TO 30 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10 11 12 13
0,1	A,Z,C,X,X	. . .	A Z C X X 5 5		Intro. to Ag.	D	1,8,0	1,0 0,0	C 3 C 3
0,2	A,Z,D,X,X	. . .	A Z D X X 5 5		Plant Sci	C	,9,0	,5 0,0	A 3 C 3
0,3	A,Z,V,X,X	. . .	A Z V X X 5 5		Beef & Swine Pro.	C	,9,0	,5 0,0	A 3 C 3
0,4	A,E,A,X	. . .	A E A X X 5 5		Farm Mang.	C	,9,0	,5 0,0	A 3 C 3
0,5	A,A,B,X,X	. . .	A A B X X 5 5		Adv. An. Sci.	B	1,8,0	1,0 0,0	B 3 C 3
0,6	A,M,B,X,X	. . .	A M B X X 5 5		Adv. Ag. Prac.	B	,9,0	,5 0,0	B 3 E 3
0,7	A,Z,Y,X,X	. . .	A Z Y X X 5 5		Sheep/Poultry Pro.	B	,9,0	,5 0,0	B 3 C 3
0,8	W,V,X,X	. . .	W V X X 5 5		Vocational Work Experience	B	1,8,0	1,0 0,0	B 3 F 3

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (3) District Code 1 1 1 1 1 (4) School Code 1 1 1 1 1 1 1

(6) Student Name Adams, James (5) Sex M F

(8) Address 101 Mission Rd., Los Angeles, CA 90033 (7) Telephone # (213) 787-7291

(2) Student Number 8 0 0 0 0 0 0 0 0 2 0 (9) Birthdate 0 2 0 1 6 1 (month day year)

(10) Grade Level 1 2 (12) Handicapped Y N

(11) Racial/Ethnic
— Amerindian (Indian/Alaskan Native)
— Asian (Pacific Islander)
A Black, Non-Hispanic
— Hispanic
— Filipino
— White, Non-Hispanic
— Non-Resident Alien (U.S. use only)

— Mentally Retarded
— Hard of Hearing
— Deaf
— Speech Impaired
— Visually Handicapped
— Emotionally Disturbed
— Orthopedically Impaired
— Other Health Impaired
— Deaf-Blind
— Multi-Handicapped
— Specific Learning Disabled

(13) LEP A N

(14) Disadvantaged Y N
— Economic
A Academic

(15) Instructional Setting (for Handicapped, Check LEP/A readiness code)
— Mainstream—no support
— Mainstream—support from VEA funds
Resource

(16) Date left education entity 0 6 8 0 (month year)
A Graduated — Student withdrew
— Transferred — Unknown

(17) Date AA degree granted (month year)

(18) Date certificate granted (month year)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Credit Level	(D) Usual Credits Earned	(E) Month-Year Completed	(F) Grade Earned
AZCXXS	Intro. to Ag.	1,0	1,0 .0 0,0	1 7, 8	C
AZDXXS	Plant Sci.	1,0	,5 .0 0,0	1 7, 8	C
AZVXXS	Sheep/Poultry Pro.	1,0	,5 .0 0,0	1 7, 8	C
AEAXXS	Farm Mang.	1,1	,5 .0 0,0	1 7, 9	B
AZMXXS	Beef & Swine Pro.	1,1	,5 .0 0,0	1 7, 9	B
AABXXS	Adv. An. Sci.	1,2	1,0 .0 0,0	1 8, 0	C
WVXIXS	Vocational Work Experience	1,2	1,0 .0 0,0	1 8, 0	B
			. .0 .		
			. .0 .		
			. .0 .		
			. .0 .		
			. .0 .		

(20) Program enrollment

Program added	USOE CODES
1. Primary	01
2. Secondary	01
3. Secondary	01

(21) Program Completion

1. Primary	01
2. Secondary	01
Secondary	01

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program	(M) Course Utilization	(I) Contact Hours
01.01	C	180
01.01	A	90
01.01	B	90
01.01	A	90
01.01	A	90
01.01	B	180
01.01	B	180

Figure 15

Process: By examining Column 19-H, Course Utilization, of the individual's Attachment, find the sum of all the "A" (required) courses s/he has successfully completed. (Include all "A" courses regardless of the year completed.) Subtract this number from the minimum completion requirements as indicated in Item I of the PCI associated with the program s/he was previously assigned. The resultant number will identify the number of "B" (required optional) courses the student must have successfully completed to meet the criteria of a completer. Compare this number, the number of "B" courses needed, with the number of "B" courses actually completed by the student as reflected in Column H of the Attachment. (Include all "B" courses regardless of the year completed.)

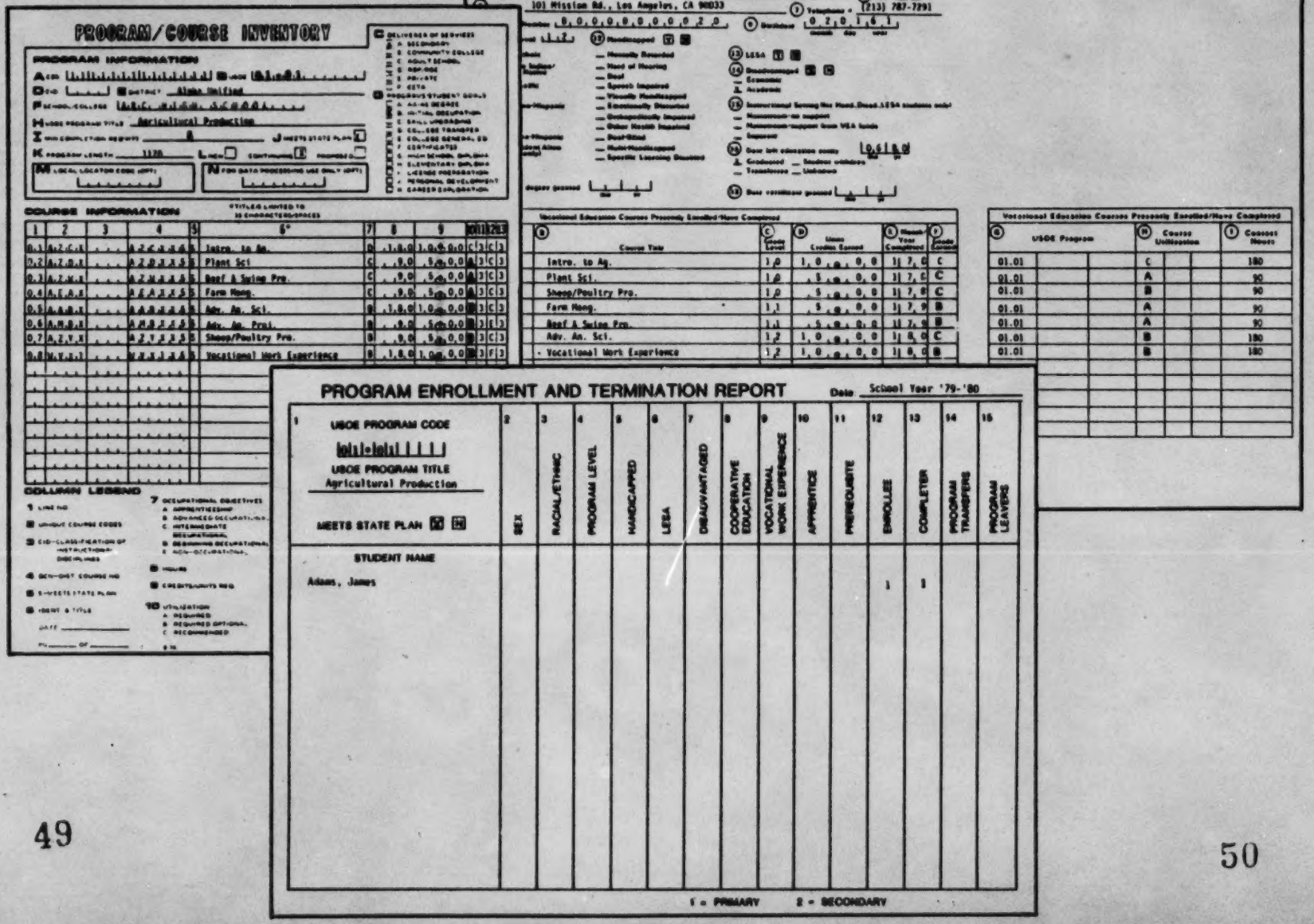
In the Agriculture Production program example, shown in Figure 16, a total of eight courses makes up this program of which three are indicated as being "A", required, four are "B", required optional, and one is a "C", prerequisite course. Item I of the PCI indicates that five of these eight courses must be completed by the student to complete this program and have the skills necessary to successfully obtain employment. Since all "A" designated courses must be completed, the student has the flexibility of selecting and completing two of the four "B" courses in order to meet the minimum completion requirements of this program.

Minimum completion requirements (Item I of PCI)	5
"A" courses completed	- 3
Number of "B" courses needed	2

Answer: NO, the student has not successfully completed the minimum number of "B" courses; therefore, the student is not considered a completer of that program at this time. Proceed to STEP I-EIGHT on page 36.

YES, the student has successfully completed the minimum number of "B" courses. Therefore, the student is considered a completer of that program and a "1" should be placed in Column 13, Completer, of the REPORT opposite the student's name. Proceed to STEP I-EIGHT on page 36.

SEE FIGURE 16



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

Agency ... District: Alpha Unified

Program Title: Agricultural Production

Program Length: 1120

COURSE INFORMATION

0.1	A,F,G,H		A F G H 1 4 5	Intro. to Ag.	B	.1,0,0	1,0,0,0,0	C	3	C	3
0.2	A,F,O,P		A F O P 1 4 5	Plant Sci	C	.,9,0	.5,0,0,0	A	3	C	3
0.3	A,F,W,X		A F W X 1 4 5	Beef & Swine Pro.	C	.,9,0	.5,0,0,0	A	3	C	3
0.4	A,E,O,X		A E A P 1 4 5	Farm Hsng.	C	.,9,0	.5,0,0,0	A	3	C	3
0.5	A,A,B,X		A A B X 1 4 5	Adv. An. Sci.	B	.1,0,0	1,0,0,0,0	B	3	C	3
0.6	A,M,B,X		A M B X 1 4 5	Adv. An. Prod.	B	.,9,0	.5,0,0,0	B	3	C	3
0.7	A,Z,Y,X		A Z Y X 1 4 5	Sheep/Poultry Pro.	B	.,9,0	.5,0,0,0	B	3	C	3
0.8	W,Y,X,1		W Y X 1 4 5	Vocational Work Experience	B	1,0,0	1,0,0,0,0	B	3	F	3

COLUMN LEGEND

1 LINE NO

2 UNIQUE COURSE CODES

3 CID-CLASSIFICATION OF INSTRUCTIONAL DISCIPLINES

4 DEPT-DIST COURSE NO

5 Y=MEETS STATE PLAN

6 COURSE TITLE

DATE _____

Page ___ OF ___

7 OCCUPATIONAL OBJECTIVES
A APPRENTICESHIP
B ADVANCED OCCUPATIONAL
C INTERMEDIATE OCCUPATIONAL
D BEGINNING OCCUPATIONAL
E NON-OCCUPATIONAL

8 HOURS

9 CREDITS/UNITS REQ

10 UTILIZATION
A REQUIRED
B REQUIRED OPTIONAL
C RECOMMENDED

VOCATIONAL EDUCATION
Student/Course Inventory

County Code 1,1 District Code 1,1,1,1,1 School Code 1,1,1,1,1,1,1

Student Name Adams, James

101 Mission Rd., Los Angeles, CA 90033

Telephone (213) 787-7291

Sex M F

Birthdate 0,2,0,1,6,1 (month day year)

Grade 12

Handicapped

LEP

Disadvantaged

Date left education entity 0,6,1,8,0

Graduated — Student withdrew — Transferred — Unknown

Date certificate granted

Vocational Education Courses Presently Enrolled/Have Completed

Course Title	Grade Level	Hours Course Spent	Month Year Completed	Grade Earned
Intro. to Ag.	10	1,0	1 1 7, 8	C
Plant Sci.	10	.5	1 1 7, 8	C
Sheep/Poultry Pro.	10	.5	1 1 7, 8	C
Farm Hsng.	11	.5	1 1 7, 9	B
Beef & Swine Pro.	11	.5	1 1 7, 9	B
Adv. An. Sci.	12	1,0	1 1 8, 0	C
Vocational Work Experience	12	1,0	1 1 8, 0	B

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

USOE Program	Course Utilization	Course Hours
01.01	C	180
01.01	A	90
01.01	B	90
01.01	A	90
01.01	A	90
01.01	B	180
01.01	B	180

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date School Year '79-'80

1 USOE PROGRAM CODE 0,1,0,1,0,1,1,1,1

USOE PROGRAM TITLE Agricultural Production

MEETS STATE PLAN Y N

STUDENT NAME	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LEA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
Adams, James											1	1		

1 = PRIMARY 2 = SECONDARY

Figure 16

NOTE: By completing STEPS I-FOUR through I-SEVEN of this section, the following information about a student has been identified: 1) the USOE program in which the student is involved; 2) whether the student is considered an enrollee of that program; and 3) whether that student is considered a completer of that program. At this point, Columns 1, 11, 12 and 13 of the REPORT have been completed for the student with single program involvement. Proceed to STEP I-EIGHT to complete Columns 2-10 of the REPORT for those students involved in a single training program only.

STEP I-EIGHT Student Characteristics

NOTE: The following items are characteristics of the student(s) who is involved in a vocational education program within the school site/Local Educational Agency (LEA) during the most recently completed school term. Entries in Columns 2-10 relate only to persons who have been reported in Columns 11-15.

Student's Sex--Enter an M (male) or F (female) in Column 2 of the REPORT (Item 5 of the Student/Course Inventory).

Racial/Ethnic Designation--Enter in Column 3 of the REPORT the student's racial/ethnic designation (Item 11 of the Student/Course Inventory). If space becomes a problem, the following letter codes may be utilized:

Letter Code	Racial/Ethnic Designation
N	American Indian/Alaskan Native
A	Asian Pacific Islander
B	Black, non-Hispanic
H	Hispanic
F	Filipino
W	White, non-Hispanic
NA	Non-resident alien (community college use only)

Program Level--Enter the program level (7, 8, 9, 10, 11, 12, CC-Community College, Ad.-Adult) in Column 4 of the REPORT (Item 10 of the Student Course Inventory).

Handicapped Status--Enter the student's handicapped status, if any, in Column 5 of the REPORT (Item 12 of the Student/Course Inventory). If space becomes a problem, the following letter codes may be utilized:

Letter Code	Handicap
M	Mentally Retarded
H	Hard of Hearing
D	Deaf
S	Speech Impaired
V	Visually Handicapped
E	Emotionally Disturbed
O	Orthopedically Impaired
HI	Other Health Impaired
DB	Deaf-Blind
MH	Multi-Handicapped
SLD	Specific Learning Disability

Place an "S" next to the designation if the student has been served through the expenditure of funds under the Vocational Education Amendments of 1976 (P.L. 94-482).

Limited English Proficiency--Enter an "X" in Column 6 of the REPORT if the student is of Limited English Proficiency (Item 13 of the Student/Course Inventory). Place an "S" next to the "X" if that student has been served through the expenditure of funds under the Vocational Education Amendments of 1976 (P.L. 94-482).

Disadvantaged Status--If the student is academically or economically disadvantaged (Item 14 of the Student/Course Inventory), enter the appropriate designation in Column 7 of the REPORT. If space becomes a problem, the following letter codes may be utilized:

Letter Code	Disadvantaged
A	Academically Disadvantaged
E	Economically Disadvantaged

Place an "S" next to the designation if the student has been served through the expenditure of funds under the Vocational Education Amendments of 1976 (P.L. 94-482).

Cooperative Education

Definition of Cooperative Education: Cooperative vocational education is defined as a program of vocational education for persons who, through written cooperative arrangements between the school and employers, receive instruction including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field, but these two experiences must be planned and supervised by the school and employers so that each contribute to the student's education and to his/her employability. Work periods and school attendance may be on alternate half days, full days, weeks or other periods of time in fulfilling the cooperative program (Federal Register, Monday, October 3, 1977).

Enter an "X" in Column 8 of the appropriate REPORT if the student successfully completed a Cooperative Education Program in the school term most recently concluded. To make this determination, both the Student/Course Inventory and the PCI(s) must be examined. Cooperative education courses should be listed as a separate course within a program on the applicable PCI(s) and are designated by an "H" in Column 12. Check to see if any of the courses listed in Column 19-B of the individual's Student/Course Inventory that have been completed during the most recent school term have an "H" designation in Column 12 of the PCI. If they do, then an "X should be entered in Column 8 of the appropriate REPORT.

Vocational Work Experience Education

Definition of Vocational Work Experience Education: The extension of vocational learning opportunities through part-time employment in the occupation for which the student is supervised by a work experience education coordinator (Title 5, Section 11071(c)).

Enter an "X" in Column 9 of the appropriate REPORT if the student has successfully completed a vocational work experience course during the most recently completed school term. Vocational work experience should appear as a separate course on the individual's Student/Course Inventory and should also be listed as a separate course within a

a program on the applicable PCI(s). If vocational work experience appears on Column 19-B of the individual's Student/Course Inventory, place an "X" in Column 9 of the appropriate REPORT.

Apprenticeship

Definition of Apprenticeship: A formal system of occupational training that combines paid employment, on-the-job training, and job-related classroom instruction conducted by LEAs approved by the Division of Apprenticeship Standards (Title I, Section 204).

Enter an "X" in Column 10 of the appropriate REPORT if the student has taken an apprentice course/program during the most recently completed school term. Apprentice courses should appear as separate courses within a program and should have an "A" (Apprenticeship) code designation in Column 7 of the appropriate PCI(s). Check to see if any of the courses listed on the individual's Student/Course Inventory during the most recently completed school term have an "A" designation in Column 7 of the PCI. If they do, then an "X" should be entered in Column 10 of the REPORT.

For Single Program Involvement

Complete line 1 of Item 20 on the individual's Student/Course Inventory by entering the USOE title and code of the program in which he/she is enrolled. Do not list those programs in which the student has prerequisite level involvement or any 09.01 or 10.00 program the student may be involved in. If the student is a completer in a program, Column 13, fill in line 1 of Item 21. (See Appendix C for summary list capabilies). Do not complete lines 2 or 3 for either Items 20 or 21 for those students having single program involvement.

SEE FIGURE 17

For Multiple Program Involvement

Complete Item 20 of the individual's Student/Course Inventory by entering the appropriate USOE program title(s) and code(s). Do not list those programs in which the student has prerequisite level

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Adams, James (5) Sex M F

(6) Address 101 Mission Rd., Los Angeles, CA 90033 (7) Telephone # (213) 787-7291

(8) Student Number 8 0 0 0 0 0 0 0 0 2 0 (9) Birthdate 0 2 0 1 6 1 (month day year)

(10) Grade Level 1 2 (11) Handicapped Y N

(12) Racial/Ethnic
- Amerindian/Alaskan Native
- Asian Pacific Islander
- X Black, Non-Hispanic
- Hispanic
- Filipino
- White, Non-Hispanic
- Non Resident Alien (U.S. use only)

(13) Hearing Impaired
- Hard of Hearing
- Deaf
- Speech Impaired
- Visually Handicapped
- Emotionally Disturbed
- Orthopedically Impaired
- Other Health Impaired
- Deaf-Blind
- Multi-Handicapped
- Specific Learning Disabled

(13) LEP Y N

(14) Disadvantaged Y N
- Economic
- X Academic

(15) Instructional Costing (for Handi./Disad./LEP students only)
- Homemaker/HE support
- Homemaker/support from VEA funds
- Expense

(16) Date left education entity 0 6 8 0 (month year)
- Graduated
- Transferred
- Students withdrew
- Unknown

(17) Date AA degree granted

(18) Date certificate granted

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/Credits Earned	(E) Month/Year Completed	(F) Grade Earned
AZCXXS	Intro. to Ag.	10	1.0	1|7,8	C
AZDXXS	Plant Sci.	10	.5	1|7,8	C
AZYXXS	Sheep/Poultry Pro.	10	.5	1|7,8	C
AEAXXS	Farm Mang.	11	.5	1|7,9	B
AZWXXS	Beef & Swine Pro.	11	.5	1|7,9	B
AABXXS	Adv. An. Sci.	12	1.0	1|8,0	C
WVX1XS	Vocational Work Experience	12	1.0	1|8,0	B

(20) Program enrollment — Program added — USOE CODES!

1. Primary! Agricultural Production 0 1 . 0 1
2. Secondary!
3. Secondary!

(21) Program Completions

1. Primary!
2. Secondary!
3. Secondary!

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program	(H) Course Utilization	(I) Contact Hours
01.01	C	180
01.01	A	90
01.01	B	90
01.01	A	90
01.01	A	90
01.01	B	180
01.01	B	180

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE 0 1 . 0 1

USOE PROGRAM TITLE
AGRICULTURAL PRODUCTION

MEETS STATE PLAN X N

STUDENT NAME	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
Adams, James	M	B	12			AS		X		1	1			

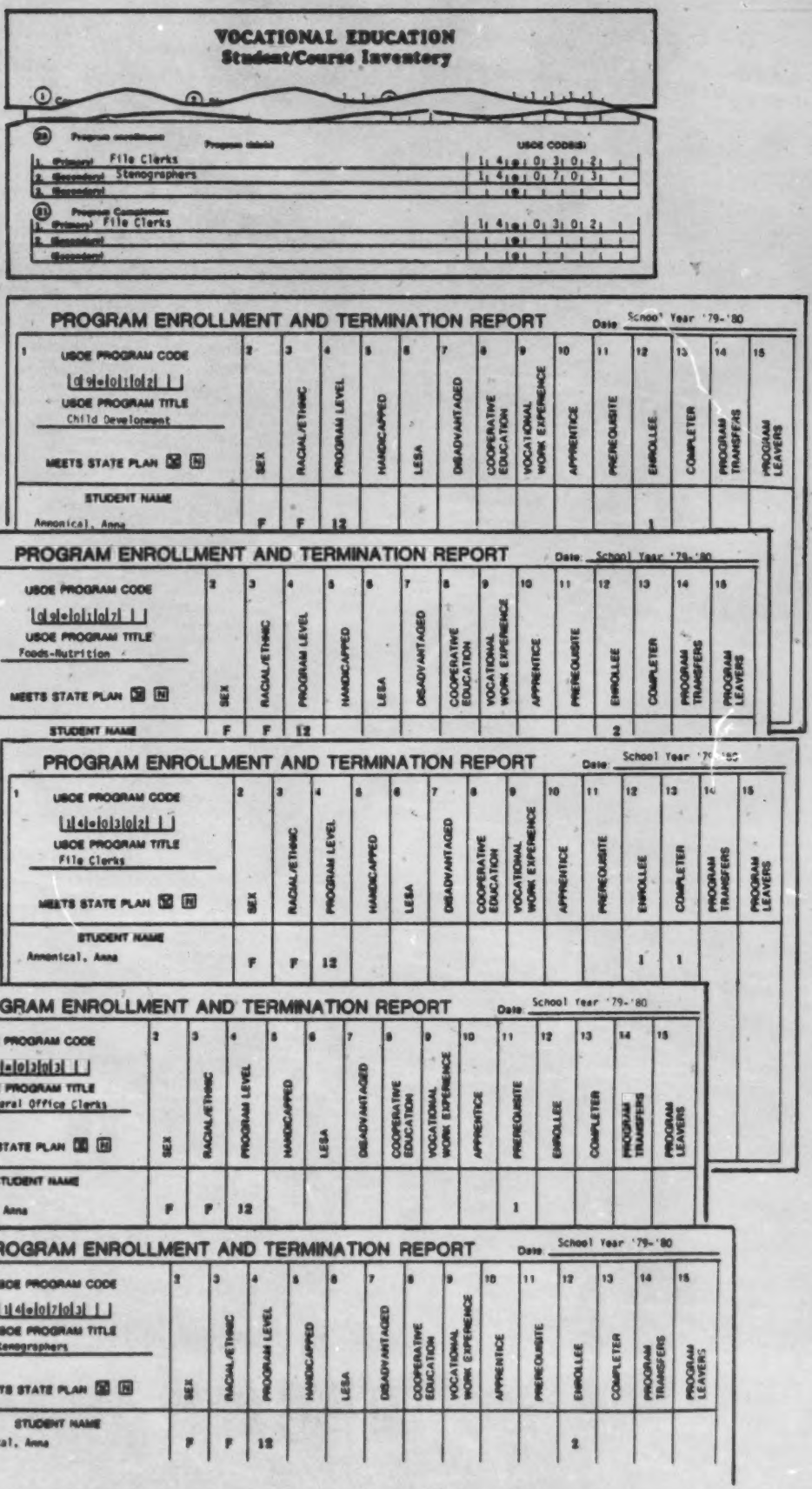
1 = PRIMARY 2 = SECONDARY

Figure 17

involvement or any 09.01 or 10.00 programs the student may be involved in. (See Appendix C for summary list capabilities.) If the student is a completer of a program, Column 13, fill in Item 21. Provisions have been made for the recording of only two (2) programs for secondary involvement.

SEE FIGURE 18

After all students have been processed, proceed to SECTION III on page 75.



VOCATIONAL EDUCATION
Student/Course Inventory

(1) C... (2) Re... (3) ... (4) ... (5) ... (6) ... (7) ... (8) ... (9) ... (10) ...

(20) Program enrollment — Program title — USOE CODE(S)

1. (Primary)	File Clerks	1 4 0 0 3 0 2
2. (Secondary)	Stenographers	1 4 0 0 7 0 3
3. (Secondary)		1 0

(21) Program Completion

1. (Primary)	File Clerks	1 4 0 0 3 0 2
2. (Secondary)		1 0
(Secondary)		1 0

PROGRAM ENROLLMENT AND TERMINATION REPORT Date School Year '79-'80

1 USOE PROGRAM CODE / USOE PROGRAM TITLE / MEETS STATE PLAN	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
0 9 0 1 0 1 0 2 — Child Development — ☒ Y ☐ N														
STUDENT NAME														
Annonical, Anna	F	F	12								1			

PROGRAM ENROLLMENT AND TERMINATION REPORT Date School Year '79-'80

1 USOE PROGRAM CODE / USOE PROGRAM TITLE / MEETS STATE PLAN	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
0 7 0 9 0 1 0 2 — Foods-Nutrition — ☒ Y ☐ N														
STUDENT NAME														
	F	F	12								2			

PROGRAM ENROLLMENT AND TERMINATION REPORT Date School Year '79-'80

1 USOE PROGRAM CODE / USOE PROGRAM TITLE / MEETS STATE PLAN	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
0 1 0 1 0 1 0 2 — File Clerks — ☒ Y ☐ N														
STUDENT NAME														
Annonical, Anna	F	F	12								1	1		

PROGRAM ENROLLMENT AND TERMINATION REPORT Date School Year '79-'80

1 USOE PROGRAM CODE / USOE PROGRAM TITLE / MEETS STATE PLAN	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
0 3 0 1 0 1 0 2 — General Office Clerks — ☒ Y ☐ N														
STUDENT NAME														
Annonical, Anna	F	F	12							1				

PROGRAM ENROLLMENT AND TERMINATION REPORT Date School Year '79-'80

1 USOE PROGRAM CODE / USOE PROGRAM TITLE / MEETS STATE PLAN	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
0 4 0 0 7 0 3 — Stenographers — ☒ Y ☐ N														
STUDENT NAME														
Annonical, Anna	F	F	12								2			

Figure 18

SECTION II

MULTIPLE USOE/VOCATIONAL PROGRAM INVOLVEMENT
(Not to be completed for those students who were processed in Section I.)

STEP II-FOUR Program Enrollment and Termination Report

Examine Column 19-E, Month/Year Completed, and Column 19-G, USOE Program Code, of the individual's Student/Course Inventory and Attachment to identify the programs in which the student was involved during the recently completed school term. For each program meeting the criteria, find the REPORTs that have the same USOE codes and titles as listed in Column 19-G and enter the student's name, last name first, in Column 1 of the REPORT.

SEE FIGURE 19

STEP II-FIVE 09.01 or 10.00 Program Involvement

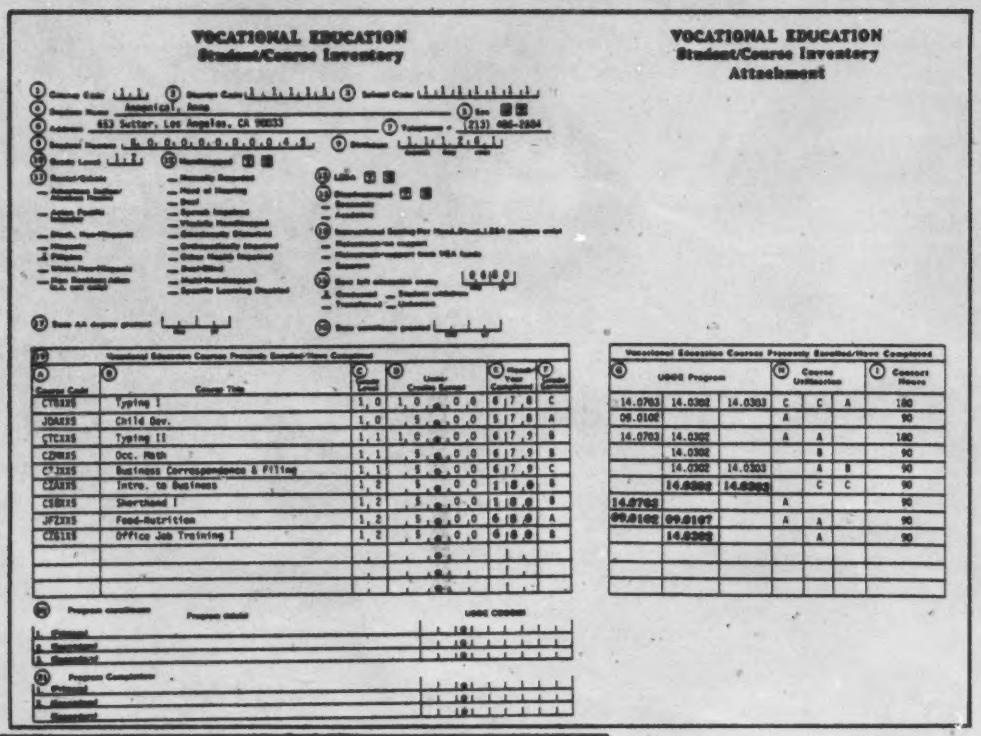
Question: Was the student involved in an 09.01, Consumer and Homemaking, or 10.00, Industrial Arts, program during the school term just completed?

Process: Examine Column 19-G, USOE Program Code, of the individual's Attachment sheet for any USOE codes belonging to the 09.01 or 10.00 program series (09.0101, 09.0102, 09.0107, 10.0203, etc.). Verify that the courses associated with these USOE codes were successfully completed during the most recently concluded school term by examining their corresponding Column 19-E, Month/Year Completed. If an 09.01 and/or 10.00 series code appears in Column 19-G, USOE Program Code, and the associated courses were completed in the school term just concluded, then the answer to the above question is YES.

Answer: NO, the student was not involved in any 09.01 or 10.00 program(s) during the school term just completed. Proceed to STEP II-NINE on page 49.

YES, the student was involved in a 09.01 or 10.00 program during the school term just completed. Proceed to the next step (STEP II-SIX).

SEE FIGURE 20



VOCATIONAL EDUCATION
Student/Course Inventory

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Course Code	Course Title	Length	Course Content	Month Year Completed	Grade Earned
CYBXXS	Typing I	1,0	1,0	6 7 8	C
JDAXXS	Child Dev.	1,0	.5	5 7 8	A
CTCXXS	Typing II	1,1	1,0	6 7 9	B
CZWXXS	Occ. Math	1,1	.5	6 7 9	B
CYJXXS	Business Correspondence & Filing	1,1	.5	6 7 9	C
CZAXXS	Intro. to Business	1,2	.5	1 8 9	B
CSBXXS	Shorthand I	1,2	.5	1 8 9	B
JFZXXS	Food-Nutrition	1,2	.5	6 8 9	A
CZBXXS	Office Job Training I	1,2	.5	6 8 9	B

USOE Program			Course Satisfaction			Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			A		90

PROGRAM ENROLLMENT AND TERMINATION REPORT — Date: School Year '79-'80

1 USOE PROGRAM CODE	USOE PROGRAM TITLE	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LEA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
14.0703	Stenographers														
14.0302	General Office Cl														
14.0303	File Clerks														
14.0302	Foods and Nutrition														
14.0302	Child Development														

STUDENT NAME: Aaaaaical, Aaaa

1 = PRIMARY 2 = SECONDARY

Figure 19

STEP II-SIX Multiple 09.01 or 10.00 Program Involvement

Question: Was the student involved in more than one 09.01 or more than one 10.00 series program during the most recently concluded school term?

Process: Examine Column 19-G, USOE Program Code, of the individual's Attachment sheet for more than one 09.01 program code or more than one 10.00 program code. Verify that the courses associated with these 09.01 or 10.00 program codes were taken during the most recently completed school term. If more than one 09.01 or 10.00 program code appears and the courses associated with these programs were successfully completed in the school term just concluded, the answer to the above question is YES.

Answer: NO, the student was not involved in more than one 09.01 or in more than one 10.00 series program during the most recently completed school term. Proceed to the next step (STEP II-SEVEN).

YES, the student was involved in more than one 09.01 or more than one 10.00 series program during the most recently completed school term. Proceed to STEP II-EIGHT on page 47.

SEE FIGURE 20

STEP II-SEVEN Program Involvement in both an 09.01 and 10.00

Question: Was the student involved in both an 09.01 and a 10.00 series program during the most recently concluded school term?

Process: Examine Column 19-G, USOE Program Code, of the individual's Attachment sheet to determine if both an 09.01 and 10.00 USOE program code are listed. Verify that the course(s) associated with these codes were taken during the most recently completed school term. If both an 09.01 and 10.00 program code are listed and they were successfully completed in the school term just concluded, the answer to the above question is YES.

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Annonical, Anna (5) Sex M F

(6) Address 653 Sutter, Los Angeles, CA 90033 (7) Telephone # (213) 486-2684

(8) Student Number B 0 0 7 0 0 0 0 0 4 5 (9) Birthdate 1 1 1 2 6 1 (month day year)

(10) Grade Level 1 2 (12) Handicapped N M

(11) Racial/Ethnic
- — American Indian/Alaskan Native
- — Asian Pacific Islander
- — Black, Non-Hispanic
- — Hispanic
- X Filipino
- — White, Non-Hispanic
- — Non Resident Alien (c.c. use only)

- — Mentally Retarded
- — Hard of Hearing
- — Deaf
- — Speech Impaired
- — Visually Handicapped
- — Emotionally Disturbed
- — Orthopedically Impaired
- — Other Health Impaired
- — Deaf-Blind
- — Multi-Handicapped
- — Specific Learning Disabled

(13) LEA V M

(14) Disadvantaged V M
- — Economic
- — Academic

(15) Instructional Setting (for Hand.,Disad.,LEA students only)
- — Mainstream/no support
- — Mainstream/support from VEA funds
- — Separate

(16) Date left education entity 0 6 8 0 (mo yr)
- X Graduated — Student withdrew
- — Transferred — Unknown

(17) Date AA degree granted (mo yr)

(18) Date certificate granted (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(E) Month/ Year Completed	(F) Grade Earned
CTBXX5	Typing I	10	1.00	6 78	C
JDAXX5	Child Dev.	10	5.00	5 78	A
CTCXX5	Typing II	11	1.00	6 79	B
CZMXX5	Occ. Math	11	5.00	6 79	B
CZJXX5	Business Correspondence & Filing	11	5.00	6 79	C
CZAXX5	Intro. to Business	12	5.00	1 80	B
CSBXX5	Shorthand I	12	5.00	1 80	B
JFZXX5	Food-Nutrition	12	5.00	6 80	A
CZG1X5	Office Job Training I	12	5.00	6 80	B

(20) Program enrollment:

Program title(s)	USOE CODE(S)
1. (Primary)	
2. (Secondary)	
3. (Secondary)	

(21) Program Completion:

1. (Primary)	
2. (Secondary)	
(Secondary)	

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			A		90

Figure 20

Answer: NO, the student was not involved in both an 09.01 and 10.00 series program during the most recently completed school term, but was involved in a 09.01 or 10.00 program. Therefore, enter a "1" in Column 12 of the REPORT that has the same USOE code and title as the program code appearing in Column 19-G, USOE Program Code, of the individual's Attachment sheet. Proceed to STEP II-NINE on page 49.

YES, the student was involved in both an 09.01 and 10.00 series program. Proceed to next step (STEP II-EIGHT).

STEP II-EIGHT Primary and Secondary Program Involvement (09.01 and/or 10.00 Programs Only)

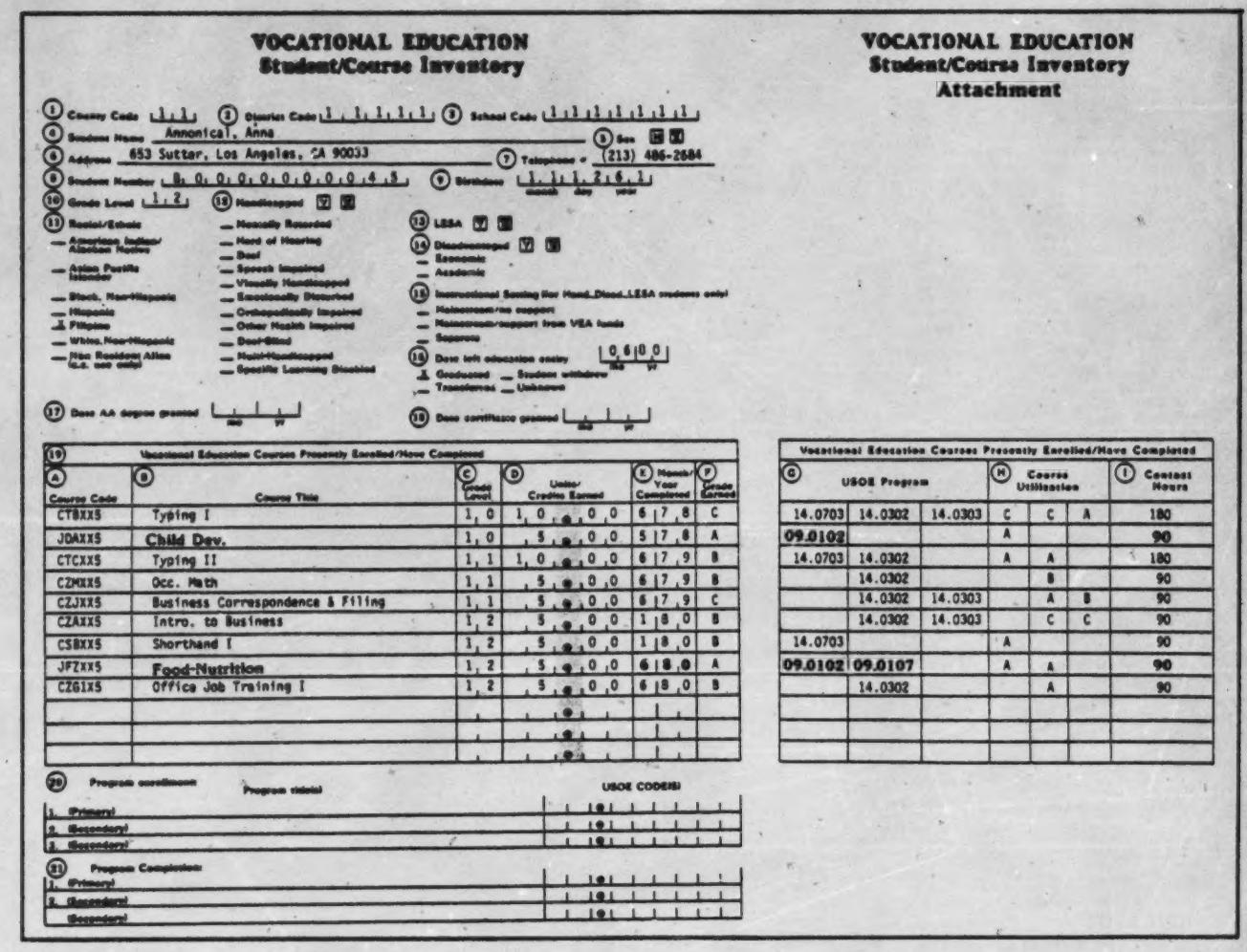
NOTE: This step enables the determination in which program the individual has primary involvement when s/he is involved in (1) two or more 09.01 series program, or (2) two or more 10.00 series programs, or (3) both an 09.01 and 10.00 program during the most recently completed school term. For purposes here, primary involvement represents the program that appears to be of most importance to the student based on his/her actions, i.e., course activity. A "1", which indicates primary involvement, will be assigned to the program in which the student has completed the most contact hours. A "2", which indicates secondary involvement, will be assigned to the program(s) in which the student has completed the lesser of the contact hours.

Question: Since the student was involved in more than one 09.01 and/or 10.00 program or in both an 09.01 or 10.00 program during the school term just completed, in which program does s/he have primary involvement?

Process: For each 09.02 and/or 10.00 program in which the student was active during the most recently concluded school term (previously identified in STEP II-FOUR), calculate the total number of hours s/he has completed in each of these programs.

a. Identify the course, regardless of the month/year completed, that are associated with the 09.01 and/or 10.00 programs in question. Find the sum of the contact hours for each individual program (Column 19-I of the Attachment) associated with these courses.

SEE FIGURE 21



VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code | | | (2) District Code | | | | | | | (3) School Code | | | | | | | | |
(4) Student Name: Annonical, Anna (5) Sex: F M
(6) Address: 653 Sutter, Los Angeles, CA 90033 (7) Telephone #: (213) 486-2684
(8) Student Number: 8 0 0 0 0 0 0 0 0 4 5 (9) Birthdate: month 1 1 day 2 6 year 6 1
(10) Grade Level: 1 2 (11) Handicapped: Y N
(12) Racial/Ethnic
— American Indian/Alaskan Native
— Asian Pacific Islander
— Black, Non-Hispanic
— Hispanic
X Filipino
— White, Non-Hispanic
— Non Resident Alien (U.S. use only)
— Mentally Retarded
— Hard of Hearing
— Deaf
— Speech Impaired
— Visually Handicapped
— Emotionally Disturbed
— Orthopedically Impaired
— Other Health Impaired
— Deaf-Blind
— Multi-Handicapped
— Specific Learning Disabled
(13) LEP: Y N
(14) Disadvantaged: Y N
— Economic
— Academic
(15) Instructional Setting for Handicapped, Disad., LEP students only
— Mainstream/no support
— Mainstream/support from VEA funds
— Separate
(16) Date left education entity: month 0 6 year 0 0
X Graduated — Student withdrew
— Transferred — Unknown
(17) Date AA degree granted: month yr
(18) Date certificate granted: month yr

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/Credits Earned	(E) Month/Year Completed	(F) Grade Earned
CT8XX5	Typing I	1 0	1 0 . 0 0	6 7 8	C
JOAXX5	Child Dev.	1 0	5 . 0 0	5 7 8	A
CTCXX5	Typing II	1 1	1 0 . 0 0	6 7 9	B
CZMXX5	Occ. Math	1 1	5 . 0 0	6 7 9	B
CZJXX5	Business Correspondence & Filing	1 1	5 . 0 0	6 7 9	C
CZAXX5	Intro. to Business	1 2	5 . 0 0	1 8 0	B
CSBXX5	Shorthand I	1 2	5 . 0 0	1 8 0	B
JFZXX5	Food-Nutrition	1 2	5 . 0 0	6 8 0	A
CZGIX5	Office Job Training I	1 2	5 . 0 0	6 8 0	B
			.		
			.		
			.		

(20) Program enrollment — Program status — USOE CODE(S)
1. (Primary)
2. (Secondary)
3. (Secondary)

(21) Program Completion
1. (Primary)
2. (Secondary)
(Secondary)

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			A		90

09.0102

Child Dev. = 90 hrs.
Food-Nutrition = +90 hrs.
180 hrs. completed

09.0107

Food-Nutrition = 90 hrs. completed

Figure 21

b. Find the REPORT that has the same USOE code and title as the program with the greatest number of contact hours completed by the student. Enter a "1" in Column 12, Enrollee, directly across from the student's name.

SEE FIGURE 22

c. Find the REPORT(s) (may be more than one) that has the same USOE code and title as the program(s) with the lesser number of contact hours completed by the student. Enter a "2" in Column 12, Enrollee, directly across from the student's name.

SEE FIGURE 22

Conditional Clause: If the number of contact hours completed is equal, select one and only one program as the primary program and place a "1" in Column 12, Enrollee, of the program chosen and a "2" in Column 12, Enrollee, of all other appropriate REPORTs.

PROCEED TO NEXT STEP (STEP II-NINE).

STEP II-NINE Program Involvement in USOE Programs Other Than 09.01 and/or 10.00

Question: During the most recently completed school term, was the student involved in any USOE programs other than Consumer and Home Economics (09.01) or Industrial Arts (10.00)?

Process: Examine Column 19-G, USOE Program Code, to determine if any USOE codes appear that are not in the 09.01 or 10.00 code series. Verify that the courses associated with these codes were taken in the most recently concluded school term by examining the corresponding Column 19-E, Month/Year Completed. If a code appears in Column 19-G that does not belong to the 09.01 or 10.00 code series and it/they are associated with a course that was compelted in the school term just concluded, the answer to the above question is YES.

Answer: NO, the student was not involved in any other programs outside of the 09.01 or 10.00 code series. Return to STEP I-EIGHT of Section I on page 36 to record the student characteristics (i.e., sex, grade, handicapped status, etc.) on the REPORT associated with the individual.

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0 9 • 0 1 0 2	SEX	RACIAL/ETHNIC	PROGRAM LEVEL	HANDICAPPED	LESA	DISADVANTAGED	COOPERATIVE EDUCATION	VOCATIONAL WORK EXPERIENCE	APPRENTICE	PREREQUISITE	ENROLLEE	COMPLETER	PROGRAM TRANSFERS	PROGRAM LEAVERS
USOE PROGRAM TITLE: CHILD DEVELOPMENT														
MEETS STATE PLAN ☒ N														
STUDENT NAME														
Annonical, Anna											1			

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0 9 • 0 1 0 7	SEX	RACIAL/ETHNIC	PROGRAM LEVEL	HANDICAPPED	LESA	DISADVANTAGED	COOPERATIVE EDUCATION	VOCATIONAL WORK EXPERIENCE	APPRENTICE	PREREQUISITE	ENROLLEE	COMPLETER	PROGRAM TRANSFERS	PROGRAM LEAVERS
USOE PROGRAM TITLE: FOODS AND NUTRITION														
MEETS STATE PLAN ☒ N														
STUDENT NAME														
Annonical, Anna											2			

Figure 22

YES, the student was involved in a program(s) other than a 09.01 or 10.00 during the most recently concluded school term. Proceed to the next step (STEP II-TEN).

SEE FIGURE 23

STEP II-TEN Program Enrollee

NOTE: STEPS II-TEN through II-SIXTEEN deal with USOE programs other than Consumer and Home Economics 09.01 and Industrial Arts 10.00. In other words, do not perform these steps if the student does not have involvement in programs outside of the 09.01 or 10.00 areas.

Definition of an Enrollee: The National Center for Educational Statistics (NCES) defines a program enrollment as the official entrance of a student into a vocational education program at a level at which a vocational objective can be stated or implied. For practical application, a student is considered enrolled in a vocational education program when s/he is taking one or more "A", required, or "B", required optional, course(s) within an identified program.

Question A: During the most recently completed school term, did the student successfully complete an "A" (required) or "B" (required optional) course in a program(s) outside of an 09.01 or 10.00 code series?

Process: First examine Column 19-E, Month/Year Completed, of the individual's Student/Course Inventory to identify those courses completed during the school term most recently concluded. For those courses meeting the criteria, examine their corresponding Column 19-H, Course Utilization, to determine if any of these courses have an "A" or "B" code designation. If there is an "A" or "B" code designation assigned to any of these courses, examine Column 19-G, USOE Program Code, to identify the USOE program(s) with which the course(s) is associated. If a USOE code appears and it is not in the 09.01 or 10.00 code series, the answer to the above question is YES.

Answer: NO, the student did not complete an "A" or "B" course(s) associated with any program outside the 09.01 or 10.00 codes series during the most recently completed school term. Therefore, the student is probably only involved in a program(s) at the prerequisite level. Proceed to STEP II-TWELVE on page 58.

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Annonical, Anna (5) Sex M X

(6) Address 553 Sutter, Los Angeles, CA 90033 (7) Telephone # (213) 486-2684

(8) Student Number 8 0 0 0 0 0 0 0 0 4 5 (9) Birthdate 1 1 1 2 6 1 (month day year)

(10) Grade Level 1 2 (12) Handicapped Y N

(11) Racial/Ethnic
- — American Indian/Alaskan Native
- — Asian Pacific Islander
- — Black, Non-Hispanic
- — Hispanic
- X Filipino
- — White, Non-Hispanic
- — Non Resident Alien (c.c. use only)

Handicapped
- — Mentally Retarded
- — Hard of Hearing
- — Deaf
- — Speech Impaired
- — Visually Handicapped
- — Emotionally Disturbed
- — Orthopedically Impaired
- — Other Health Impaired
- — Deaf-Blind
- — Multi-Handicapped
- — Specific Learning Disabled

(13) LESA Y N

(14) Disadvantaged Y N
- — Economic
- — Academic

(15) Instructional Setting (for Hand.,Disad.,LESA students only)
- — Mainstream/no support
- — Mainstream/support from VEA funds
- — Separate

(16) Date left education entity 0 6 8 0 (mo yr)
- X Graduated — Student withdrew
- — Transferred — Unknown

(17) Date AA degree granted (mo yr)

(18) Date certificate granted (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(E) Month/ Year Completed	(F) Grade Earned
CTBXX5	Typing I	10	1.0	678	C
JDAXX5	Child Dev.	10	.5	578	A
CTCXX5	Typing II	11	1.0	679	B
CZMXX5	Occ. Math	11	.5	679	B
CZJXX5	Business Correspondence & Filing	11	.5	679	C
CZAXX5	Intro. to Business	12	.5	180	B
CSBXX5	Shorthand I	12	.5	180	B
JFZXX5	Food-Nutrition	12	.5	680	A
CZG1X5	Office Job Training I	12	.5	680	B

(20) Program enrollment:

Program title(s)	USOE CODE(S)
1. (Primary)	
2. (Secondary)	
3. (Secondary)	

(21) Program Completion:

1. (Primary)	
2. (Secondary)	
(Secondary)	

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			A		90

Figure 23

YES, the student did complete an "A" or "B" course during the most recently concluded school term that is associated with a program other than an 09.01 or 10.00 code series. PROCEED TO NEXT QUESTION.

SEE FIGURE 24

Question B: During the school term just completed, has the student successfully completed an "A" (required) or "B" (required optional) course(s) associated with two or more programs that do not belong to the 09.01 or 10.00 code series?

Process: First examine Column 19-E, Month/Year Completed, of the individual's Student/Course Inventory to identify those courses completed during the school term most recently concluded. For those courses meeting this criteria, examine their corresponding Column 19-H, Course Utilization, to determine if any of these courses have an "A" or "B" code designation. If there is an "A" or "B" code designation assigned to any of the courses, then examine Column 19-G, USOE Program Code to identify the USOE programs with which the course(s) is associated. If more than one USOE code appears and they are not in the 09.01 or 10.00 code series, then the answer to the above question is YES.

Answer: NO, the student has not completed any "A" or "B" courses that are associated with two or more USOE programs that do not belong to an 09.01 or 10.00 code series. Find the REPORT that has the same USOE code and title as the one USOE program in which the student has successfully completed an "A" or "B" course during the school term just concluded and enter a "1" directly across from the student's name in Column 12, Enrollee, on the REPORT. Proceed to STEP II-TWELVE on page 58.

YES, the student has completed an "A" (required) or "B" (required optional) course in two or more USOE programs during the most recently concluded school term. Proceed to next step (STEP II-ELEVEN).

SEE FIGURE 24

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Annonical, Anna (5) Sex M F

(6) Address 653 Sutter, Los Angeles, CA 90033 (7) Telephone # (213) 486-2684

(8) Student Number 8 0 0 0 0 0 0 0 0 4 5 (9) Birthdate 1 1 1 2 6 1 (month day year)

(10) Grade Level 1 2 (12) Handicapped Y X

(11) Racial/Ethnic
- — American Indian/Alaskan Native
- — Asian Pacific Islander
- — Black, Non-Hispanic
- — Hispanic
- X Filipino
- — White, Non-Hispanic
- — Non Resident Alien (S.C. use only)

- — Mentally Retarded
- — Hard of Hearing
- — Deaf
- — Speech Impaired
- — Visually Handicapped
- — Emotionally Disturbed
- — Orthopedically Impaired
- — Other Health Impaired
- — Deaf-Blind
- — Multi-Handicapped
- — Specific Learning Disabled

(13) LESA Y X

(14) Disadvantaged Y X
- — Economic
- — Academic

(15) Instructional Setting (for Hand.,Disad.,LESA students only)
- — Mainstream/no support
- — Mainstream/support from VEA funds
- — Separate

(16) Date left education entity 0 6 8 0 (mo yr)
- X Graduated — Student withdrew
- — Transferred — Unknown

(17) Date AA degree granted (mo yr)

(18) Date certificate granted (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(E) Month/ Year Completed	(F) Grade Earned
CTBXX5	Typing I	10	10.00	6 78	C
JDAXX5	Child Dev.	10	5.00	5 78	A
CTCXX5	Typing II	11	10.00	6 79	B
CZMXX5	Occ. Math	11	5.00	6 79	B
CZJXX5	Business Correspondence & Filing	11	5.00	6 79	C
CZAXX5	Intro. to Business	12	5.00	1 80	B
CSBXX5	Shorthand I	12	5.00	1 80	B
JFZXX5	Food-Nutrition	12	5.00	6 80	A
CZG1X5	Office Job Training I	12	5.00	6 80	B
			.		
			.		
			.		

(20) Program enrollment:

Program title(s)	USOE CODE(S)
1. (Primary)	
2. (Secondary)	
3. (Secondary)	

(21) Program Completion:

1. (Primary)	
2. (Secondary)	
(Secondary)	

Figure 24

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			A		90

STEP II-ELEVEN Primary and Secondary Enrollment (Other Than 09.01 and/or 10.00)

NOTE: This step enables the determination in which program the individual has primary enrollment when s/he was enrolled in more than one USOE program (other than an 09.01 or 10.00 code series) during the most recently completed school term. For purposes here, primary involvement represents the program that appears to be of most importance to the student based on his/her action, i.e., course activity. A "1", which indicates primary involvement, will be assigned to the program in which the student has completed the most contact hours. A "2", which indicates secondary involvement, will be assigned to the program(s) for which the student has completed the lesser number of contact hours.

Question: Since the student was enrolled in more than one program during the school term most recently completed, in which program does s/he have primary involvement?

Process: For each program in which the student was enrolled during the most recently completed school term (identified in STEP II-TEN-B), calculate the total number of hours s/he has completed in each of these programs.

a. Identify the courses, regardless of the month/year completed, that are associated with the programs in question. Find the sum of the contact hours (Column 19-I of the Attachment) for each individual program associated with these courses.

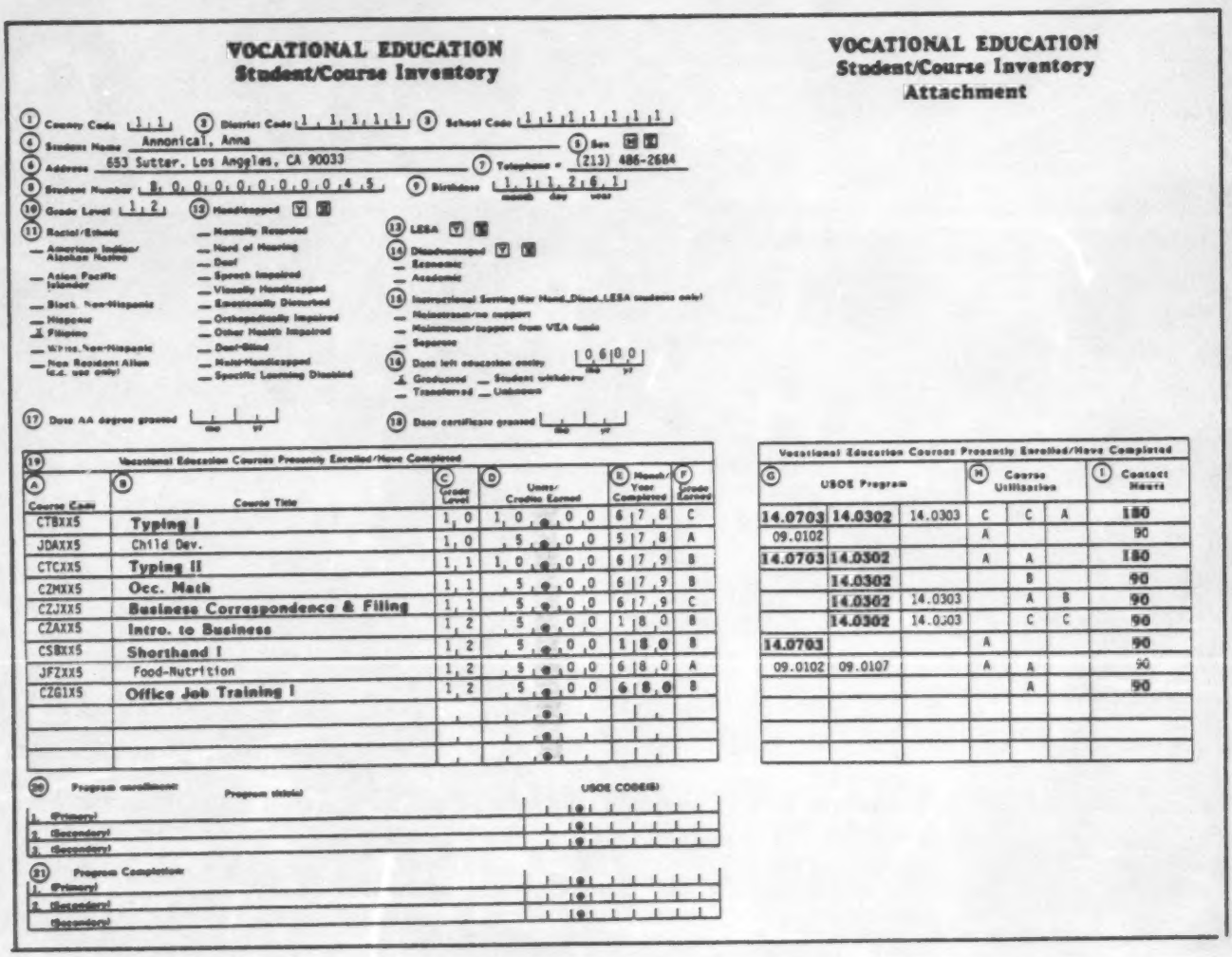
SEE FIGURE 25

b. Find the REPORT that has the same USOE code and title as the program with the greatest number of contact hours completed by the student. Enter a "1" in Column 12, Enrollee, directly across from the student's name.

SEE FIGURE 26

c. Find the REPORT(s) (may be more than one) that has the same USOE code and title as the program(s) with the lesser number of contact hours completed by the student. Enter a "2" in Column 12, Enrollee, directly across from the student's name.

SEE FIGURE 26



VOCATIONAL EDUCATION
Student/Course Inventory

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1
(4) Student Name Annonical, Anna (5) Sex F M
(6) Address 653 Sutter, Los Angeles, CA 90033 (7) Telephone # (213) 486-2684
(8) Student Number 8 0 0 0 0 0 0 0 0 4 5 (9) Birthdate 1 1 2 6 1 (month day year)
(10) Grade Level 1 2 (12) Handicapped Y N
(11) Racial/Ethnic
— American Indian/Alaskan Native
— Asian Pacific Islander
— Black, Non-Hispanic
— Hispanic
X Filipino
— White, Non-Hispanic
— Non Resident Alien (U.S. use only)
— Mentally Retarded
— Hard of Hearing
— Deaf
— Speech Impaired
— Visually Handicapped
— Emotionally Disturbed
— Orthopedically Impaired
— Other Health Impaired
— Deaf-Blind
— Multi-Handicapped
— Specific Learning Disabled
(13) LESA Y N
(14) Disadvantaged Y N
— Economic
— Academic
(15) Instructional Setting (for Handi./Disad./LESA students only)
— Mainstream/no support
— Mainstream/support from VEA funds
— Separate
(16) Date left education entity 0 6 8 0 (mo yr)
X Graduated — Student withdrew
— Transferred — Unknown
(17) Date AA degree granted (mo yr)
(18) Date certificate granted (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(E) Month/ Year Completed	(F) Grade Earned
CTBXX5	Typing I	10	10.00	6 78	C
JDAXX5	Child Dev.	10	.50.00	5 78	A
CTCXX5	Typing II	11	10.00	6 79	B
CZMXX5	Occ. Math	11	.50.00	6 79	B
CZJXX5	Business Correspondence & Filing	11	.50.00	6 79	C
CZAXX5	Intro. to Business	12	.50.00	1 80	B
CSBXX5	Shorthand I	12	.50.00	1 80	B
JFZXX5	Food-Nutrition	12	.50.00	6 80	A
CZG1X5	Office Job Training I	12	.50.00	6 80	B
			. .		
			. .		
			. .		
			. .		

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
				A		90

(20) Program enrollment — Program title(s) — USOE CODE(S)
1. (Primary)
2. (Secondary)
3. (Secondary)

(21) Program Completion
1. (Primary)
2. (Secondary)
(Secondary)

14.0703

Typing I	=	180 hrs.
Typing II	=	180 hrs.
Shorthand I	=	+90 hrs
		450 hrs. completed

14.0302

Typing I	=	180 hrs.
Typing II	=	180 hrs.
Occ. Math	=	90 hrs.
Bus. Corres. and Filing	=	90 hrs.
Intro. to Bus.	=	90 hrs.
Off. Job. Trn. I	=	+90 hrs.
		720 hrs. completed

Figure 25

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE / USOE PROGRAM TITLE / MEETS STATE PLAN	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
USOE PROGRAM CODE: 14.0302 ; USOE PROGRAM TITLE: FILE CLERKS ; MEETS STATE PLAN: ☒ [N]														
STUDENT NAME: Annonical, Anna											1			

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE / USOE PROGRAM TITLE / MEETS STATE PLAN	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
USOE PROGRAM CODE: 14.0703 ; USOE PROGRAM TITLE: STENOGRAPHERS ; MEETS STATE PLAN: ☒ [N]														
STUDENT NAME: Annonical, Anna											2			

76

77

Figure 26

Conditional Clause: If the number of contact hours completed is equal, select one and only one program as the primary program and place a "1" in Column 12, Enrollee, of the program chosen and a "2" in Column 12, Enrollee, of all appropriate REPORTs.

PROCEED TO NEXT STEP. (STEP II-TWELVE)

STEP II-TWELVE Prerequisite Involvement

Question A: During the most recently completed school term, has the student successfully completed one or more "C" courses within a program and has not completed any "A" or "B" courses associated with that same program during the school term?

Process: Examine Column 19-E, Month/Year Completed, and Column 19-H, Course Utilization, of the Student/Course Inventory and Attachment to determine if the student has completed any "C" courses during the school term most recently concluded. For each "C" course successfully completed during the school term just concluded, identify the USOE code(s) that this course is a part of by reviewing Column 19-G, USOE Program Code. Check Column 19-E, Month/Year Completed, and 19-H, Course Utilization, to determine if the individual completed, during the school term just concluded, any "A" and/or "B" courses that are part of the same program.

Answer: NO, the student has not completed a "C" course during the most recently completed school term. Proceed to STEP II-FOURTEEN on page 63.

YES, the student did complete a "C" course and an "A" and/or "B" course within the same program during the most recently completed school term. Proceed to STEP II-FOURTEEN on page 63.

OR

YES, the student has completed a "C" course within a program during the most recently completed school term and has not completed any

"A" or "B" courses within the same program during the same school term. PROCEED TO NEXT QUESTION.

SEE FIGURE 27

Question B: Since the student has successfully completed one or more "C" course within a program and has not completed any "A" or "B" courses in this same program during the school term just completed, are the "C" courses related to more than one USOE program?

Process: Examine Column 19-E, Month/Year Completed, and 19-H, Course Utilization, to determine if the student has completed any "C" courses during the school term most recently concluded. For each "C" course successfully completed during the school term just concluded, identify the USOE code(s) that this course is a part of by reviewing Column 19-G, USOE Program Code, of the the individual's Attachement sheet. Check Column 19-E, Month/Year Completed, and 19-H, Course Utilization, to determine if the individual completed, during the school term just concluded, any "A" and/or "B" courses that are a part of the same program. If more than two codes appear in Column 19-G, USOE Program Code, that meet the above criteria, then the answer to the above question is YES.

Answer: NO, during the most recently completed school term the student has not completed a "C" course that is associated with more than one USOE program. Therefore, find the REPORT that has the same code and title as the one program in which the student has completed a "C" course, but no "A" or "B" courses. Verify that the student's name has been entered, last name first, in Column 1 and enter a "1" in Column 11, Prerequisite, of the REPORT. Proceed to STEP II-FOURTEEN on page 63.

SEE FIGURE 28

YES, during the most recently completed school term, the student did complete a "C" course in more than one program but has also completed an "A" and/or "B" course within one or both programs. Proceed to STEP II-FOURTEEN on page 63.

OR

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Annonical, Anna (5) Sex M X

(6) Address 653 Sutter, Los Angeles, CA 90033 (7) Telephone # (213) 486-2684

(8) Student Number 0 0 0 0 0 0 0 0 0 4 5 (9) Birthdate 1 1 1 2 6 1 (month day year)

(10) Grade Level 1 2 (12) Handicapped V X

(11) Racial/Ethnic
- — American Indian/Alaskan Native
- — Asian Pacific Islander
- — Black, Non-Hispanic
- — Hispanic
- X Filipino
- — White, Non-Hispanic
- — Non Resident Alien (s.c. use only)

(12) Handicapped
- — Mentally Retarded
- — Hard of Hearing
- — Deaf
- — Speech Impaired
- — Visually Handicapped
- — Emotionally Disturbed
- — Orthopedically Impaired
- — Other Health Impaired
- — Deaf-Blind
- — Multi-Handicapped
- — Specific Learning Disabled

(13) LESA V X

(14) Disadvantaged V X
- — Economic
- — Academic

(15) Instructional Setting (for Hand.,Disad.,LESA students only)
- — Mainstream/no support
- — Mainstream/support from VEA funds
- — Separate

(16) Date left education entry 0 6 8 0 (mo yr)
- X Graduated — Student withdrew
- — Transferred — Unknown

(17) Date AA degree granted (mo yr)

(18) Date certificate granted (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(E) Month/ Year Completed	(F) Grade Earned
CTBXX5	Typing I	10	1.00	6 78	C
JDAXX5	Child Dev.	10	.50	5 78	A
CTCXX5	Typing II	11	1.00	6 79	B
CZMXX5	Occ. Math	11	.50	6 79	B
CZJXX5	Business Correspondence & Filing	11	.50	6 79	C
CZAXX5	Intro. to Business	12	.50	1 80	B
CSBXX5	Shorthand I	12	.50	1 80	B
JFZXX5	Food-Nutrition	12	.50	6 80	A
CZG1X5	Office Job Training I	12	.50	6 80	B
			.		
			.		
			.		

(20) Program enrollment:

Program title(s)	USOE CODE(S)
1. (Primary)	
2. (Secondary)	
3. (Secondary)	

(21) Program Completion:

1. (Primary)	
2. (Secondary)	
(Secondary)	

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		X	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			X		90

Figure 27

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE 1 1 4 • 0 3 0 3	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
USOE PROGRAM TITLE General Office Clerks														
MEETS STATE PLAN ☒ N														
STUDENT NAME														
Annonical, Anna										1				

82

1 = PRIMARY 2 = SECONDARY

83

Figure 28

YES, during the most recently completed school term, the student has completed a "C" course, but no "A" or "B" courses in more than one program. Proceed to next step (STEP II-THIRTEEN).

STEP II-THIRTEEN Primary and Secondary Prerequisite Involvement

NOTE: This step enables the determination in which program the individual has primary involvement when s/he has completed one or more "C" course(s) in more than one USOE program, but not "A" or "B" courses, which are associated with the same program and were completed in the school term just concluded. A "1", which indicates the primary prerequisite involvement, will be assigned to the program with the most contact hours completed. A "2", which indicates secondary prerequisite involvement, will be assigned to the program(s) with the lesser number of contact hours completed.

Question: Since the student was involved in more than one USOE program at a prerequisite level during the school term just completed, in which program does s/he have primary involvement?

Process: For each program in which the student completed a "C" course(s), but no "A" or "B" course(s), during the most recently completed school term (identified in STEP II-TWELVE-B) calculate the total number of hours s/he has completed in each of these programs.

a. Identify the courses, regardless of the month/year completed, that are associated with the programs in question. Find the sum of the contact hours (Column 19-I of the Attachment) for each individual program associated with these courses.

b. Find the REPORT that has the same USOE code and title as the program with the greatest number of contact hours completed by the student. Enter a "1" in Column 11, Prerequisite, directly across from the student's name.

c. Find the REPORT(s) (may be more than one) that has the same USOE code and title as the program(s) with the lesser number of contact hours completed by the student. Enter a "2" in Column 11, Prerequisite, directly across from the student's name.

Conditional Clause: If the number of contact hours completed is equal, select one and only one program as the primary program and place a "1" in Column 11, Prerequisite, of the program chosen and a "2" in Column 11, Prerequisite, of all other appropriate REPORTs.

PROCEED TO NEXT STEP (STEP II-FOURTEEN).

STEP II-FOURTEEN Primary Program Completed

NOTE: The program completion process (STEP II-FOURTEEN and II-FIFTEEN) is to be completed for each individual enrolled in any USOE program except those belonging to the 09.01 and/or 10.00 program series.

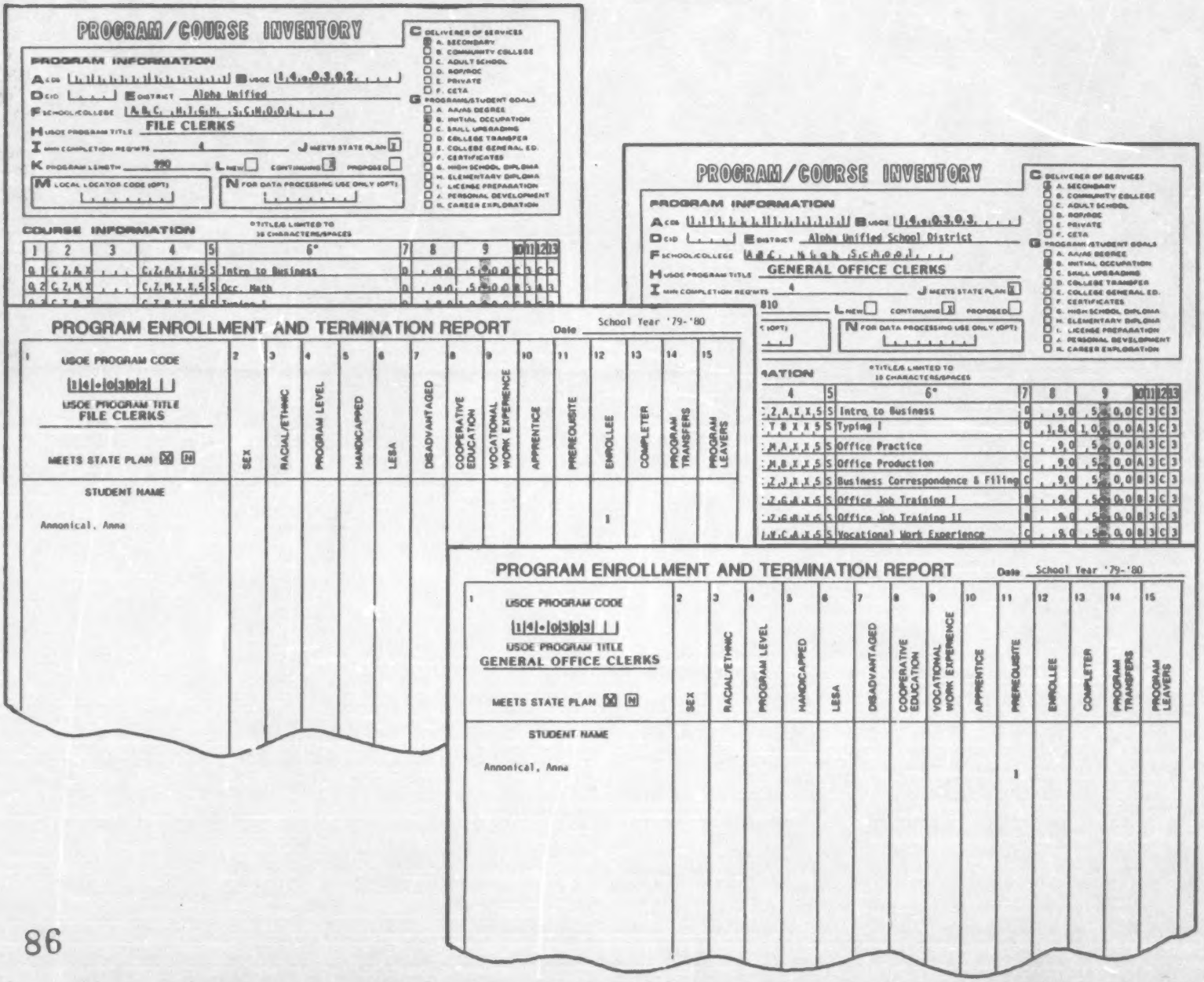
Definition of a Completer: The National Center for Educational Statistics (NCES) defines a program completer as a student who finishes a planned sequence of courses, services, or activities designed to meet a vocational occupational objective that teaches entry-level job skills. For practical application, a student is considered a program completer when s/he has successfully completed the minimum completion requirements as indicated in Item I of the PCI. (These minimum completion requirements include all "A", required, courses and a minimum number of "B", required optional, courses.

Question A: Has the student completed all "A" (required) courses, with a passing grade, that are associated with the primary program(s) in which the student is involved/enrolled?

Process: Find the PCI(s) which correspond to the program(s) in which the student has previously been identified as having primary involvement/enrollment. This criteria is met when a "1" appears in Column 11, Prerequisite, and/or Column 12, Enrollment, opposite the student's name on any REPORT that does not belong to the 09.01 and/or 10.00 series.

SEE FIGURE 29

Compare the course(s) on the PCI that have an "A" designation in Column 10, Utilization, with the course(s) successfully completed by the individual which belong to the program in question and have an "A" designation in Column 19-H, Course Utilization, of their Attachment sheet. (This includes all courses the student has completed, regardless of the year taken.) If all of the "A" courses



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CDS [1,4,0,3,0,2,,,,,,,,,,,,,,,,] B USOE [1,4,0,3,0,2,,,,]

D CID [,,,,] E DISTRICT Alpha Unified

F SCHOOL/COLLEGE [A,B,C, ,H,i,G,H, ,S,C,H,O,O,L,,,,]

H USOE PROGRAM TITLE FILE CLERKS

I MIN COMPLETION REQTS 4 J MEETS STATE PLAN [Y]

K PROGRAM LENGTH 990 L NEW [ ] CONTINUING [X] PROPOSED [ ]

M LOCAL LOCATOR CODE (OPT) [,,,,,,,,]

N FOR DATA PROCESSING USE ONLY (OPT) [,,,,,,,,]

C DELIVERER OF SERVICES
- [X] A. SECONDARY
- [ ] B. COMMUNITY COLLEGE
- [ ] C. ADULT SCHOOL
- [ ] D. ROP/ROC
- [ ] E. PRIVATE
- [ ] F. CETA

G PROGRAM/STUDENT GOALS
- [ ] A. AA/AS DEGREE
- [ ] B. INITIAL OCCUPATION
- [ ] C. SKILL UPGRADING
- [ ] D. COLLEGE TRANSFER
- [ ] E. COLLEGE GENERAL ED.
- [ ] F. CERTIFICATES
- [ ] G. HIGH SCHOOL DIPLOMA
- [ ] H. ELEMENTARY DIPLOMA
- [ ] I. LICENSE PREPARATION
- [ ] J. PERSONAL DEVELOPMENT
- [ ] K. CAREER EXPLORATION

COURSE INFORMATION

*TITLES LIMITED TO 30 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10	11	12	13
Q	1	G	Z,A,X	, , ,	C,Z,A,X,X,5	S	Intro to Business	D	,9,0	,5,0,0	C	3	C	3
Q	2	G	Z,M,X	, , ,	C,Z,M,X,X,5	S	Occ. Math	D	,9,0	,5,0,0	B	3	A	3
Q	3	C	T,B,X	, , ,	C,T,B,X,X,5	S	Typing I	D	1,0,0	1,0,0,0	A	3	C	3
Q	4	C	M,A,X	, , ,	C,M,A,X,X,5	S	Office Practice	C	,9,0	,5,0,0	A	3	C	3
Q	5	C	M,B,X	, , ,	C,M,B,X,X,5	S	Office Production	C	,9,0	,5,0,0	A	3	C	3
Q	6	C	Z,J,X	, , ,	C,Z,J,X,X,5	S	Business Correspondence & Filing	C	,9,0	,5,0,0	B	3	C	3
Q	7	C	Z,G,A	, , ,	C,Z,G,A,X,5	S	Office Job Training I	B	,9,0	,5,0,0	B	3	C	3
Q	8	C	Z,G,B	, , ,	C,Z,G,B,X,5	S	Office Job Training II	B	,9,0	,5,0,0	B	3	C	3
Q	9	C	W,C,A	, , ,	C,W,C,A,X,5	S	Vocational Work Experience	C	,9,0	,5,0,0	B	3	C	3

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date School Year '79-'80

1 USOE PROGRAM CODE [1,4,0,3,0,2,,,] USOE PROGRAM TITLE FILE CLERKS

MEETS STATE PLAN [X] [N]

STUDENT NAME	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LEP/A	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
Annonical, Anna											1			

PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CDS [1,4,0,3,0,3,,,,,,,,,,,,,,,,] B USOE [1,4,0,3,0,3,,,,]

D CID [,,,,] E DISTRICT Alpha Unified School District

F SCHOOL/COLLEGE [A,B,C, ,H,i,g,h, ,S,c,h,o,o,l,,,,]

H USOE PROGRAM TITLE GENERAL OFFICE CLERKS

I MIN COMPLETION REQTS 4 J MEETS STATE PLAN [X]

810 L NEW [ ] CONTINUING [X] PROPOSED [ ]

(OPT) [,,,]

N FOR DATA PROCESSING USE ONLY (OPT) [,,,,,,,,]

C DELIVERER OF SERVICES
- [X] A. SECONDARY
- [ ] B. COMMUNITY COLLEGE
- [ ] C. ADULT SCHOOL
- [ ] D. ROP/ROC
- [ ] E. PRIVATE
- [ ] F. CETA

G PROGRAM/STUDENT GOALS
- [ ] A. AA/AS DEGREE
- [ ] B. INITIAL OCCUPATION
- [ ] C. SKILL UPGRADING
- [ ] D. COLLEGE TRANSFER
- [ ] E. COLLEGE GENERAL ED.
- [ ] F. CERTIFICATES
- [ ] G. HIGH SCHOOL DIPLOMA
- [ ] H. ELEMENTARY DIPLOMA
- [ ] I. LICENSE PREPARATION
- [ ] J. PERSONAL DEVELOPMENT
- [ ] K. CAREER EXPLORATION

GATION

*TITLES LIMITED TO 30 CHARACTERS/SPACES

4	5	6*	7	8	9	10	11	12	13
Z,A,X,X,5	S	Intro to Business	D	,9,0	,5,0,0	C	3	C	3
T,B,X,X,5	S	Typing I	D	1,8,0	1,0,0,0	A	3	C	3
M,A,X,X,5	S	Office Practice	C	,9,0	,5,0,0	A	3	C	3
M,B,X,X,5	S	Office Production	C	,9,0	,5,0,0	A	3	C	3
Z,J,X,X,5	S	Business Correspondence & Filing	C	,9,0	,5,0,0	B	3	C	3
Z,G,A,X,5	S	Office Job Training I	B	,9,0	,5,0,0	B	3	C	3
Z,G,B,X,5	S	Office Job Training II	B	,9,0	,5,0,0	B	3	C	3
W,C,A,X,5	S	Vocational Work Experience	C	,9,0	,5,0,0	B	3	C	3

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date School Year '79-'80

1 USOE PROGRAM CODE [1,4,0,3,0,3,,,] USOE PROGRAM TITLE GENERAL OFFICE CLERKS

MEETS STATE PLAN [X] [N]

STUDENT NAME	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LEP/A	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
Annonical, Anna										1				

Figure 29

on the PCI appear on the individual's Student/Course Inventory, the answer to the above question is YES. This process is to be performed for any "1" that appears in either or both the Prerequisite and/or Enrollment column.

Answer: NO, the student has not successfully completed all of the "A" courses that appear on the PCI associated with the individual's primary program(s). Therefore, s/he is not considered a completer of the program(s) at this time. Proceed to STEP II-FIFTEEN on page 68.

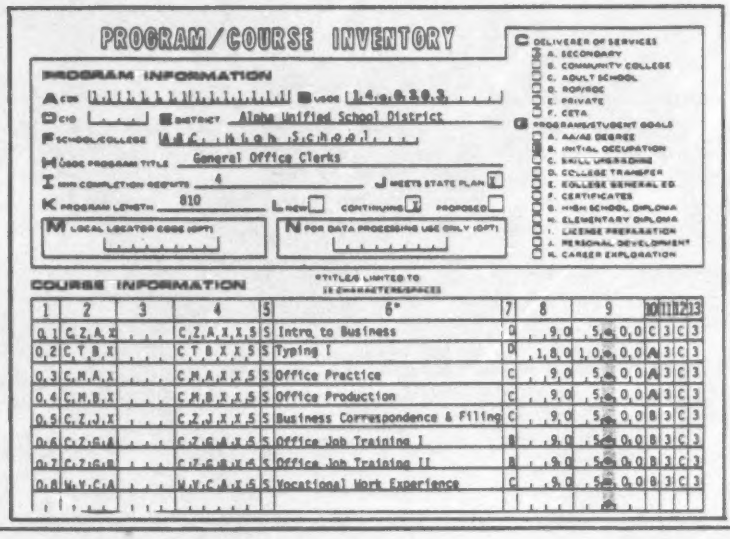
SEE FIGURE 30

YES, the student has successfully completed all of the "A" courses that appear on the PCI associated with the individual's primary program(s). PROCEED TO THE NEXT QUESTION.

SEE FIGURE 31

Question B: For the program(s) in which the student has successfully completed all "A" courses, has the student completed the minimum number of "B" (required optional) courses, associated with the primary program(s) in which s/he is enrolled and has received a passing grade in each course?

Process: By examining Column 19-H, Course Utilization, of the individual's Attachment, find the sum of all "A" (required) courses s/he has successfully completed in the primary program. (Include all "A" courses regardless of the year completed.) Subtract this number from the minimum completion requirements as indicated in Item I of the PCI associated with the student's primary program. The resultant number will identify the number of "B" (required optional) courses the student must have successfully completed to meet the criteria of a completer. Compare this number, the number of "B" courses needed, with the number of "B" courses actually completed by the student in his/her primary program. (Include all "B" courses, regardless of the month/year completed.) If the student has successfully completed the minimum number of "B" courses associated with the primary program in which s/he is enrolled, the answer to the above question is YES.



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CDS [redacted] B USOE 14.0630.3

C CIS [redacted] D DISTRICT Alpha Unified School District

E SCHOOL/COLLEGE ABC High School

H USOE PROGRAM TITLE General Office Clerks

I MIN COMPLETION REQMTS 4 J MEETS STATE PLAN Y

K PROGRAM LENGTH 810 L NEW ☐ CONTINUING Y PROPOSED ☐

M LOCAL LOCATOR CODE (OPT) [redacted]

N FOR DATA PROCESSING USE ONLY (OPT) [redacted]

C DELIVERER OF SERVICES
A. SECONDARY
B. COMMUNITY COLLEGE
C. ADULT SCHOOL
D. ROP/ROC
E. PRIVATE
F. CETA

G PROGRAMS/STUDENT GOALS
A. AA/AS DEGREE
B. INITIAL OCCUPATION
C. SKILL UPGRADING
D. COLLEGE TRANSFER
E. COLLEGE GENERAL ED
F. CERTIFICATES
G. HIGH SCHOOL DIPLOMA
H. ELEMENTARY DIPLOMA
I. LICENSE PREPARATION
J. PERSONAL DEVELOPMENT
K. CAREER EXPLORATION

COURSE INFORMATION

*TITLES LIMITED TO 25 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10	11	12	13
0,1	C,Z,A,X	. . .	C,Z,A,X,X,5	S	Intro to Business	D	.9,0	5.0,0	C	3	C	3
0,2	C,T,B,X	. . .	C T B X X 5	S	Typing I	D	1,8,0	1 0.0,0	A	3	C	3
0,3	C,M,A,X	. . .	C M A X X 5	S	Office Practice	C	.9,0	5.0,0	A	3	C	3
0,4	C,M,B,X	. . .	C M B X X 5	S	Office Production	C	.9,0	5.0,0	A	3	C	3
0,5	C,Z,J,X	. . .	C Z J X X 5	S	Business Correspondence & Filing	C	.9,0	5.0,0	B	3	C	3
0,6	C,Z,G,A	. . .	C Z G A X 5	S	Office Job Training I	B	.9,0	5.0,0	B	3	C	3
0,7	C,Z,G,B	. . .	C Z G B X 5	S	Office Job Training II	B	.9,0	5.0,0	B	3	C	3
0,8	W,V,C,A	. . .	W V C A X 5	S	Vocational Work Experience	C	.9,0	5.0,0	B	3	C	3

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code [redacted] (2) District Code [redacted] (3) School Code [redacted]

(4) Student Name Annonical, Anna (5) Sex F M

(6) Address 653 Sutter, Los Angeles, CA 90033 (7) Telephone # (213) 486-2684

(8) Student Number B 0 0 0 0 0 0 0 4 5 (9) Birthdate 1 1 1 2 6 1 (month day year)

(10) Grade Level 1 2 (12) Handicapped Y N

(11) Racial/Ethnic
- — American Indian/Alaskan Native
- — Asian Pacific Islander
- — Black, Non-Hispanic
- — Hispanic
- X Filipino
- — White, Non-Hispanic
- — Non Resident Alien (i.e. use only)

— Mentally Retarded
— Hard of Hearing
— Deaf
— Speech Impaired
— Visually Handicapped
— Emotionally Disturbed
— Orthopedically Impaired
— Other Health Impaired
— Deaf-Blind
— Multi-Handicapped
— Specific Learning Disabled

(13) LESA Y N

(14) Disadvantaged Y N
- — Economic
- — Academic

(15) Instructional Setting (for Hand.,Disad.,LESA students only)
- — Mainstream-no support
- — Mainstream-support from VEA funds
- — Separate

(16) Date left education entity 0 6 8 0 (mo yr)
- X Graduated — Student withdrew
- — Transferred — Unknown

(17) Date AA degree granted [redacted] (mo yr)

(18) Date certificate granted [redacted] (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(K) Month/ Year Completed	(P) Grade Earned
CTBXX5	Typing I	1,0	1,0.0,0	6 7 8	C
JDAXX5	Child Dev.	1,0	.5.0,0	5 7 8	A
CTCXX5	Typing II	1,1	1,0.0,0	6 7 9	B
CZMXX5	Occ. Math	1,1	.5.0,0	6 7 9	B
CZJXX5	Business Correspondence & Filing	1,1	.5.0,0	6 7 9	C
CZAXX5	Intro. to Business	1,2	.5.0,0	1 8 0	B
CSBXX5	Shorthand I	1,2	.5.0,0	1 8 0	B
JFZXX5	Food-Nutrition	1,2	.5.0,0	6 8 0	A
CZG1X5	Office Job Training I	1,2	.5.0,0	6 8 0	B
			. .		
			. .		
			. .		

(20) Program enrollment: Program status — USOE CODES!
1. Primary! [redacted]
2. Secondary! [redacted]
3. Dependent! [redacted]

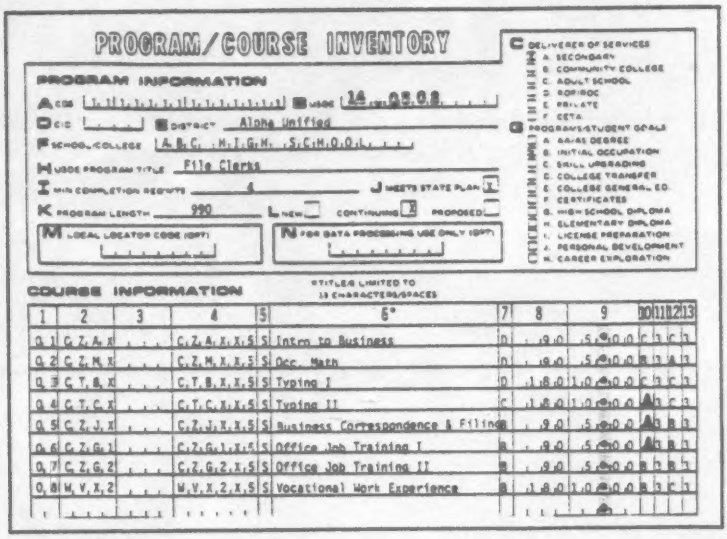
(21) Program Completion
1. Primary! [redacted]
2. Secondary! [redacted]
3. Dependent! [redacted]

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(M) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			A		90

Figure 30



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CDS [1,1,1,1,1,1,1,1,1,1,1,1,1,1] B USOE 14 or 09.08

D CID [, , , ,] E DISTRICT Alpha Unified

F SCHOOL/COLLEGE [A,B,C, ,H,I,G,H, ,S,C,H,O,O,L, , ,]

H USOE PROGRAM TITLE File Clerks

I MIN COMPLETION REQMTS 4 J MEETS STATE PLAN [Y]

K PROGRAM LENGTH 990 L NEW [ ] CONTINUING [X] PROPOSED [ ]

M LOCAL LOCATOR CODE (OPT) [, , , , , , , ,]

N FOR DATA PROCESSING USE ONLY (OPT) [, , , , , , , ,]

C DELIVERER OF SERVICES
A. SECONDARY
B. COMMUNITY COLLEGE
C. ADULT SCHOOL
D. ROP/ROC
E. PRIVATE
F. CETA

G PROGRAM/STUDENT GOALS
A. AA/AS DEGREE
B. INITIAL OCCUPATION
C. SKILL UPGRADING
D. COLLEGE TRANSFER
E. COLLEGE GENERAL ED.
F. CERTIFICATES
G. HIGH SCHOOL DIPLOMA
H. ELEMENTARY DIPLOMA
I. LICENSE PREPARATION
J. PERSONAL DEVELOPMENT
K. CAREER EXPLORATION

COURSE INFORMATION

6 TITLES LIMITED TO 18 CHARACTERS/SPACES

1	2	3	4	5	6	7	8	9	10	11	12	13
01	C	Z	A	X	X	5	S	Intro to Business	D	.9	.5	0	0	C	1	C	1
02	C	Z	M	X	X	5	S	Occ. Math	D	.9	.5	0	0	B	1	A	1
03	C	T	B	X	X	5	S	Typing I	D	1.8	1.0	0	0	C	1	C	1
04	C	T	C	X	X	5	S	Typing II	C	1.8	1.0	0	0	A	1	C	1
05	C	Z	J	X	X	5	S	Business Correspondence & Filing	B	.9	.5	0	0	A	1	B	1
06	C	Z	G	1	X	5	S	Office Job Training I	B	.9	.5	0	0	A	1	B	1
07	C	Z	G	2	X	5	S	Office Job Training II	B	.9	.5	0	0	B	1	B	1
08	M	V	X	2	X	5	S	Vocational Work Experience	B	1.8	1.0	0	0	B	1	C	1

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code [1,1] (2) District Code [1,1,1,1,1] (3) School Code [1,1,1,1,1,1,1]

(4) Student Name Annonical, Anna (5) Sex [F] [M]

(6) Address 653 Sutter, Los Angeles, CA 90033 (7) Telephone # (213) 486-2684

(8) Student Number [8,0,0,0,0,0,0,0,0,4,5] (9) Birthdate [1,1 month; 1,2 day; 6,1 year]

(10) Grade Level [1,2] (12) Handicapped [Y] [N]

(11) Racial/Ethnic
— American Indian/Alaskan Native
— Asian Pacific Islander
— Black, Non-Hispanic
— Hispanic
— Filipino
— White, Non-Hispanic
— Non Resident Alien (d.c. use only)

— Mentally Retarded
— Hard of Hearing
— Deaf
— Speech Impaired
— Visually Handicapped
— Emotionally Disturbed
— Orthopedically Impaired
— Other Health Impaired
— Deaf-Blind
— Multi-Handicapped
— Specific Learning Disabled

(13) LESA [Y] [N]

(14) Disadvantaged [Y] [N]
— Economic
— Academic

(15) Instructional Setting (for Hand.-Disad.-LESA students only)
— Mainstream no support
— Mainstream support from VEA funds
— Separate

(16) Date left education cnctr. [0 6 | 0 0] mo yr
X Graduated — Student withdrew
— Transferred — Unknown

(17) Date AA degree granted [, | ,] mo yr

(18) Date certificate granted [, | ,] mo yr

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units Credits Earned	(E) Month/Year Completed	(F) Grade Earned
CTBXX5	Typing I	1,0	1,0	6 | 7 8	C
JCAXX5	Child Dev.	1,0	.5	5 | 7 8	A
CTCXX5	Typing II	1,1	1,0	6 | 7 9	B
CZMXX5	Occ. Math	1,1	.5	6 | 7 9	B
CZJXX5	Business Correspondence & Filing	1,1	.5	6 | 7 9	C
CZAXX5	Intro. to Business	1,2	.5	1 | 8 0	B
CSBYY5	Shorthand I	1,2	.5	1 | 8 0	B
JFZXX5	Food-Nutrition	1,2	.5	6 | 8 0	A
CZG1X5	Office Job Training I	1,2	.5	6 | 8 0	B

(20) Program enrollment: Program code(s) USOE CODE(S)
1. (Primary)
2. (Secondary)
3. (Secondary)

(21) Program Completion:
1. (Primary)
2. (Secondary)
3. (Secondary)

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(M) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			A		90

Figure 31 90

In our File Clerk Program example shown in Figure 32, a total of eight courses make up this program of which three appear on the PCI as being "A", required, three are "B", required optional, and two are "C", prerequisite. Item I of the PCI indicates that four of these eight courses must be completed by the student to obtain employment. Since all "A" designated courses must be completed, the student has the flexibility of selecting and completing only one of the three "B" courses in order to meet the minimum completion requirements.

Minimum completion requirements	4
"A" courses completed	- 3
Number of "B" courses needed	1

Answer: NO, the student has not successfully completed the minimum number of "B" courses; therefore, the student is not considered a completer of the primary program(s) at this time. Proceed to next step (STEP II-FIFTEEN).

YES, the student has successfully completed the minimum number of "B" courses in their primary program(s). Therefore, the student is considered a completer of the program(s) and a "1" should be placed in Column 13, Completer, opposite the student's name of the appropriate REPORT(s). Proceed to next step (STEP II-FIFTEEN).

SEE FIGURE 32

STEP II-FIFTEEN Secondary Program Completed

Question A: Does the student have secondary involvement/enrollment in any program(s)?

Process: Find the REPORT(s) that contains the student's name in Column 1. If a "2" has been placed opposite the student's name in Column 11, Prerequisite, or Column 12, Enrollee, the student has secondary program involvement/enrollment. Remember, the student may have secondary involvement in more than one program.

PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CDN [1,4,0,3,0,2] B USOE [1,4,0,3,0,2,...]

D CID [...] E DISTRICT Alpha Unified

F SCHOOL/COLLEGE [A,B,C, ,H,I,G,H, ,S,C,H,O,O,L, ...]

H USOE PROGRAM TITLE FILE CLERKS

I HRS COMPLETION REQ'MTS 4 J MEETS STATE PLAN [Y]

K PROGRAM LENGTH 720 L LEVEL [ ] CONTINUING [X] PROPOSED [ ]

M LOCAL LOCATOR CODE (OPT) [ ]

N FOR DATA PROCESSING USE ONLY (OPT) [ ]

C DELIVERY OF SERVICES
- [X] A. SECONDARY
- [ ] B. COMMUNITY COLLEGE
- [ ] C. ADULT SCHOOL
- [ ] D. ROP/OCC
- [ ] E. PRIVATE
- [ ] F. CETA

G PROGRAM/STUDENT GOALS
- [ ] A. AA/AS DEGREE
- [ ] B. INITIAL OCCUPATION
- [ ] C. SKILL UPGRADING
- [ ] D. COLLEGE TRANSFER
- [ ] E. COLLEGE GENERAL ED
- [ ] F. CERTIFICATES
- [ ] G. HIGH SCHOOL DIPL/GED
- [ ] H. ELEMENTARY DIPL/GED
- [ ] I. LICENSE PREPARATION
- [ ] J. PERSONAL DEVELOPMENT
- [ ] K. CAREER EXPLORATION

COURSE INFORMATION

*TITLES LIMITED TO 30 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10	11	12	13
Q1	C,Z,A,X	...	C,Z,A,X,X,5	S	Intro to Business	1	.8	.5,0	C	h	C	h
Q2	C,Z,M,X	...	C,Z,M,X,X,5	S	Occ. Math	1	.8	.5,0	B	h	B	h
Q3	C,T,B,X	...	C,T,B,X,X,5	S	Typing I	1	.8	1.0	C	h	C	h
Q4	C,T,C,X	...	C,T,C,X,X,5	S	Typing II	1	.8	1.0	A	h	C	h
Q5	C,Z,J,X	...	C,Z,J,X,X,5	S	Business Correspondence & Filing	1	.8	.5,0	A	h	B	h
Q6	C,Z,G,1	...	C,Z,G,1,X,5	S	Office Job Training I	1	.8	.5,0	A	h	B	h
Q7	C,Z,G,2	...	C,Z,G,2,X,5	S	Office Job Training II	1	.8	.5,0	B	h	B	h
Q8	M,V,X,2	...	M,V,X,2,X,5	S	Vocational Work Experience	1	.8	1.0	B	h	C	h

COLUMN LEGEND

1 LINE NO.

2 UNIQUE COURSE CODES

3 CID-CLASSIFICATION OF INSTRUCTIONAL DISCIPLINES

4 DCN-DIST. COURSE NO.

5 S-MEETS STATE PLAN

6 IDENT. & TITLE

DATE _____

PG ____ OF _____

7 OCCUPATIONAL OBJECTIVES
- A. APPRENTICESHIP
- B. ADVANCED OCCUPATIONAL
- C. INTERMEDIATE OCCUPATIONAL
- D. BEGINNING OCCUPATIONAL
- E. NON-OCCUPATIONAL

8 HOURS

9 CREDIT/UNITS REQ.

10 UTILIZATION
- A. REQUIRED
- B. REQUIRED OPTIONAL
- C. RECOMMENDED

D. PO

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VOCATIONAL EDUCATION
Student/Course Inventory

1 County Code [,] 2 District Code [, , , , ,] 3 School Code [, , , , , , , ,]

4 Student Name Annonical, Anna 5 Sex [M] [F]

6 Address 653 Sutter, Los Angeles, CA 90033 7 Telephone # (213) 486-2684

8 Student Number [8,0,0,0,0,0,0,0,0,4,5] 9 Birthdate [1,1 month, 1,6 day, 6,1 year]

10 Grade Level [1,2] 12 Handicapped [Y] [N]

11 Racial/Ethnic
- American Indian/Alaskan Native
- Asian Pacific Islander
- Black, Non-Hispanic
- Hispanic
- [X] Filipino
- White, Non-Hispanic
- Non Resident Alien (U.S. visa only)

Mentally Retarded
Hard of Hearing
Deaf
Speech Impaired
Visually Handicapped
Emotionally Disturbed
Orthopedically Impaired
Other Health Impaired
Deaf-Blind
Multi-Handicapped
Specific Learning Disabled

13 LESA [Y] [N]

14 Disadvantaged [Y] [N]
- Economic
- Academic

15 Instructional Setting (for Hand./Disad./LESA students only)
- Mainstream, no support
- Mainstream/support from VEA funds
- Separate

16 Date left education entity [0,6,0,0 mo, yr]
- [X] Graduated
- Transferred
- Student withdrew
- Unknown

17 Date AA degree granted [, , , mo, yr]

18 Date certificate granted [, , , mo, yr]

19 Vocational Education Courses Presently Enrolled/Have Completed

A Course Code	B Course Title	C Grade Level	D Units Credits Earned	E Month/Year Completed	F Grade Earned
CTBXXS	Typing I	1,0	1,0,.,0,0	6,7,8	C
JDAXXS	Child Dev.	1,0	.,5,.,0,0	5,7,8	A
CTCXXS	Typing II	1,1	1,0,.,0,0	6,7,9	B
CZMXXS	Occ. Math	1,1	.,5,.,0,0	6,7,9	B
CZJXXS	Business Correspondence & Filing	1,1	.,5,.,0,0	6,7,9	C
CZAXXS	Intro. to Business	1,2	.,5,.,0,0	1,8,0	B
CSBXXS	Shorthand I	1,2	.,5,.,0,0	1,8,0	B
JFZXXS	Food-Nutrition	1,2	.,5,.,0,0	6,8,0	A

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VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

G USOE Program			H Course Utilization			I Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0102		A	A		90
	14.0302			A		90

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date School Year '79-'80

1 USOE PROGRAM CODE [1,4,0,3,0,2]

USOE PROGRAM TITLE FILE CLERKS

MEETS STATE PLAN [X] [N]

STUDENT NAME	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
Annonical, Anna											1	1		

1 = PRIMARY 2 = SECONDARY

Figure 32

Answer: NO, the student does not have secondary involvement/enrollment in a program. Proceed to STEP II-SIXTEEN on page 74.

YES, the student has secondary program involvement/enrollment. PROCEED TO NEXT QUESTION.

SEE FIGURE 33

Question B: Has the student completed all the "A" (required) courses, with a passing grade, that are associated with the secondary program(s) in which the student is involved/enrolled?

Process: Find the PCI(s) which correspond to the program(s) in which the student has been identified as having secondary involvement/enrollment. (This process does not apply to any 09.01 or 10.00 series programs.)

Compare the course(s) on the PCI that have an "A" designation in Column 10, Utilization, with the course(s) successfully completed by the individual which have an "A" designation in Column 19-H, Course Utilization, of their Attachment sheet. (This includes all courses the student has completed, regardless of the year taken.) If all of the "A" courses on the PCI appear on the individual's Student/Course Inventory, the answer to the above question is YES.

Answer: NO, the student has not successfully completed all the "A" courses that appear on the PCI(s) associated with the individual's secondary program(s). Therefore, s/he is not considered a completer of the program(s) at this time. Proceed to STEP II-SIXTEEN on page 74.

SEE FIGURE 34

YES, the student has successfully completed all of the "A" courses that appear on the PCI(s) associated with the individual's secondary program(s). PROCEED TO THE NEXT QUESTION.

Question C: For the program(s) the student has successfully completed all "A" courses, has the student completed the minimum number of "B" (required optional) courses associated with the secondary program(s)

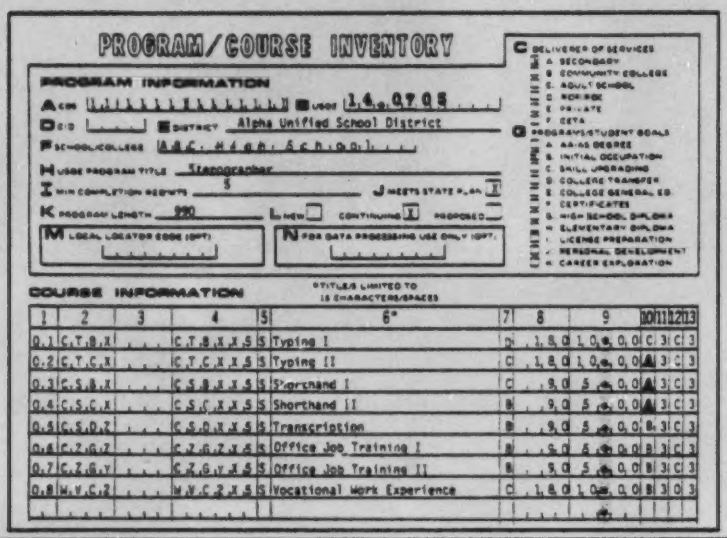
PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE 14.0703 / USOE PROGRAM TITLE Stenographers / MEETS STATE PLAN [X] [N]	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
STUDENT NAME														
Annonical, Anna										2				

1 = PRIMARY 2 = SECONDARY

Figure 33



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CIN
B USOE 14.0705
D C.D.
E DISTRICT Alpha Unified School District
F SCHOOL/COLLEGE ABC High School
H USOE PROGRAM TITLE Stenographer
I MIN COMPLETION REQMTS 5
J MEETS STATE PLAN F
K PROGRAM LENGTH 990
L NEW CONTINUING I PROPOSED
M LOCAL LOCATOR CODE (OPT)
N FOR DATA PROCESSING USE ONLY (OPT)

C DELIVERED BY SERVICES
A SECONDARY
B COMMUNITY COLLEGE
C ADULT SCHOOL
D ROP/ROC
E PRIVATE
F CETA
G PROGRAM/STUDENT GOALS
A AA-AS DEGREE
B INITIAL OCCUPATION
C SKILL UPGRADING
D COLLEGE TRANSFER
E COLLEGE GENERAL ED
F CERTIFICATES
G HIGH SCHOOL DIPLOMA
H ELEMENTARY DIPLOMA
I LICENSE PREPARATION
J PERSONAL DEVELOPMENT
K CAREER EXPLORATION

COURSE INFORMATION

* TITLES LIMITED TO 15 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10	11	12	13
0.1	C,T,B,X		C T B X X X S	S	Typing I	D	180	10.0	C	3	C	3
0.2	C,T,C,X		C T C X X X S	S	Typing II	D	180	10.0	A	3	C	3
0.3	C,S,B,X		C S B X X X S	S	Shorthand I	D	90	5.0	A	3	C	3
0.4	C,S,C,X		C S C X X X S	S	Shorthand II	B	90	5.0	A	3	C	3
0.5	C,S,D,X		C S D X X X S	S	Transcription	B	90	5.0	B	3	C	3
0.6	C,Z,G,Y		C Z G Y X X S	S	Office Job Training I	B	90	5.0	B	3	C	3
0.7	C,Z,G,Y		C Z G Y X X S	S	Office Job Training II	B	90	5.0	B	3	C	3
0.8	W,V,C,Z		W V C Z X X S	S	Vocational Work Experience	D	180	10.0	B	3	0	3

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code (7) District Code (8) School Code
(4) Student Name Annonical, Anna (5) Sex G M
(6) Address 653 Sutter, Los Angeles, CA 90033 (7) Telephone # (213) 486-2684
(8) Student Number 0 0 0 0 0 0 0 0 4 5 (9) Birthdate month day year
(10) Grade Level 12 (12) Handicapped Y N
(11) Racial/Ethnic
— American Indian/Alaskan Native
— Asian Pacific Islander
— Black, Non-Hispanic
— Hispanic
X Filipino
— White, Non-Hispanic
— Non Resident Alien (U.S. use only)
— Mentally Retarded
— Hard of Hearing
— Deaf
— Speech Impaired
— Visually Handicapped
— Emotionally Disturbed
— Orthopedically Impaired
— Other Health Impaired
— Deaf-Blind
— Multi-Handicapped
— Specific Learning Disabled
(13) LEP Y N
(14) Disadvantaged Y N
— Economic
— Academic
(15) Instructional Setting (for Hand.,Disad.,LEP students only)
— Mainstream/no support
— Mainstream/support from VEA funds
— Separate
(16) Date left education entry 0 6 0 0 mo yr
X Graduated — Student withdrew
— Transferred — Unknown
(17) Date AA degree granted mo yr
(18) Date certificate granted mo yr

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units Credits Earned	(E) Month/Year Completed	(F) Grade Earned
CTBXXS	Typing I	10	10.0	6 78	C
JDAXYS	Child Dev.	10	.5.0	5 78	A
CTCXXS	Typing II	11	10.0	6 79	B
CZMXXS	Occ. Math	11	.5.0	6 79	B
CZJXXS	Business Correspondence & Filing	11	.5.0	6 79	C
CZAXXS	Intro. to Business	12	.5.0	1 80	B
CSBXXS	Shorthand I	12	.5.0	1 80	B
JFZXXS	Food-Nutrition	12	.5.0	6 80	A
CZGIXS	Office Job Training I	12	.5.0	6 80	B
			.		
			.		
			.		

(20) Program enrollment — Program related — USOE CODE(S)
1. Primary
2. Secondary
3. Secondary

(21) Program Completion
1. Primary
2. Secondary
Secondary

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program			(H) Course Utilization			(I) Contact Hours
14.0703	14.0302	14.0303	C	C	A	180
09.0102			A			90
14.0703	14.0302		A	A		180
	14.0302			B		90
	14.0302	14.0303		A	B	90
	14.0302	14.0303		C	C	90
14.0703			A			90
09.0102	09.0107		A	A		90
	14.0302			A		90

Figure 34

in which s/he is secondarily involved/enrolled, and has received a passing grade in each course?

Process: By examining Column 19-H, Course Utilization, of the individual's Attachment, find the sum of all "A" courses s/he has successfully completed in his/her secondary program. (Include all "A" courses, regardless of the year completed.) Subtract this number from the minimum completion requirements as indicated in Item I of the PCI(s) associated with the student's secondary program(s). The resultant number will identify the number of "B" (required optional) courses the student must have successfully completed to meet the criteria of a completer. Compare this number, the number of "B" courses needed, with the number of "B" courses actually completed by the student in his/her secondary program(s). (Include <u>all</u> "B" courses regardless of month/year completed.) If the student has successfully completed the minimum number of "B" courses associcated with the program(s) in which s/he is secondarily involved/enrolled, the answer to the above question is YES.

Answer: NO, the student has not successfully completed the minimum number of "B" courses; therefore, the student is not considered a completer of this program at this time. Proceed to next step (STEP II-SIXTEEN).

YES, the student has successfully completed the minimum number of "B" courses in his/her secondary program(s). <u>If</u> the student <u>also</u> completed his/her primary program, as determined in STEP II-FOURTEEN on page 63, enter a "2" in Column 13, Completer, of the REPORT(s) associated with each of the secondary programs the student completed. <u>If</u> the student <u>did not</u> complete his/her primary program, as determined in STEP II-FOURTEEN, but did complete a program that is considered a secondary program, place a "1" in Column 12, Completer, of the REPORT that is associated with the student's secondary program.

Conditional Clause: <u>If</u> the student did not complete his/her primary program, but did complete more than one program that is considered secondary, then place a "1" in Column 13, Completer, of the REPORT that has the greater number of contact hours completed and a "2" for all other secondary programs completed.

NOTE: The process presented here allows for an individual to have primary involvement in more than one USOE program, one at a prerequisite level and one at an enrollment level. However, the process does not allow for an individual to be a completer of more than one program at the primary level. For example, it is conceivable that a "1" could appear for the same student in both Column 11, Prerequisite, and Column 12, Enrollee, of two different REPORTs. This would indicate that an individual has primary enrollment at different levels in two program areas. If the process for identifying completion status reveals that the student has completed both primary programs (at the prerequisite and enrollment levels), a decision must be made which program will receive a "1" in Column 12, Completion. (This will reflect an unduplicated count for reporting purposes as well as identifying other programs the student has completed.) In making this determination, it is recommended that the program which the student has completed the most courses in during the school term just concluded be designated as the primary program completed. This is based on the premise that the student probably has a better idea of his/her occupational goals if s/he has completed a number of vocational courses during the most recent school term. All other programs completed would be assigned as secondary programs and a "2" would be placed in Column 13, Completer.

STEP II-SIXTEEN Student Characteristics

Complete STEP I-EIGHT, Student Characteristics in Section I (page 36), for each program in which the student was involved/enrolled or had completed. In other words, if the student's name appears in Column 1 of any REPORT, the student characteristics section should be completed.

SECTION III
LEAVER/TRANSFER PROCESS

In order to identify the population of students to be processed in this section, leavers and transfers, it is necessary to have available all REPORTS for the school term just concluded as well as those REPORTS previously completed for the school term directly preceeding it (herein known as the "base period"). For community colleges, the "base period" will consist of the two previous consecutive semesters or three quarters. A comparison between the two will result in the identification of those students, possible leavers and/or transfers, who were enrolled in vocational education during the "base period" but for some reason did not continue this enrollment or complete their program in the school term just completed.

NOTE: For those educational entities performing the "Student Accounting System" for the first time, there will be no base period data in which to utilize the process presented here. Therefore, unless an individual's leaver/transfer status was documented during the school term, there will be no reported leavers or transfers during the first implementation.

Definition of a Program Leaver: A student who has been enrolled in and has attended a program of vocational education and HAS LEFT THE PROGRAM AND INSTITUTION WITHOUT COMPLETING THE PROGRAM (Federal Register, Monday, October 3, 1977).

Definition of a Program Transfer: The National Center for Educational Statistics (NCES) defines a program transfer as a student who was enrolled in a vocational education program and who transferred to another institution, or who transferred out of vocational education into an academic or general education program at the same institution. Students who transfer from one vocational education program to another within the same school are NOT reported as transfer students.

Step III-ONE Identification of Leaver/Transfer Population

A. Compile two separate alphabetical listings which consist of:

List 1: All students having prerequisite and/or enrollment status in a vocational education program during the school term just concluded. In other words, if a 1 or 2 appears opposite a student's name in Column 11, Prerequisite, or Column 12, Enrollee, of any REPORT that pertains to the school term most recently completed, the individual's name should appear on this list.

List 2: Any student having enrollee status in a vocational program during the "base period," except any student who was reported as both an enrollee and completer within the same program. In other words, if a 1 or 2 appears opposite a student's name in Column 12, Enrollee, of any REPORT that is affiliated with the "base period" and there is not a 1 or 2 in Column 13, Completer, for the same program in either the "base period" or the most recently completed school term REPORT, that individual's name should appear on this second list. If there is a 1 or 2 in both the Enrollee and Completer columns for an individual, then this student has completed the program he/she was enrolled in and would not be considered a leaver or transfer as defined on the previous page.

NOTE: It is highly conceivable that a student could have prerequisite status only during the "base period" (as indicated by a 1 in Column 11, Prerequisite, on a "base period" REPORT) and no activity in the same program during the school term being examined. When this occurs, the REPORTS for the school term immediately preceeding the "base period" (herein known as the "pre-base period") need to be examined to determine if the student had enrollment status in the "pre-base" period in the same program for inclusion on list 2. (Depending on the course(s) that an individual has taken each year, it is possible for a student to be an enrollee one year and involved at the prerequisite level the next year for the same program.)

To make this determination, it is necessary to simulatenously examine the REPORTs for the "base period" and "pre-base period." If a 1 or 2 appears opposite a student's name in Column 11, Prerequisite, of any "base period" REPORT and a 1 or 2 appears opposite that same student's name for the same program in Column 12, Enrollee, of any "pre-base period" REPORT, the student's name should be included on list 2. This will insure the inclusion of this student in the follow-up procedure.

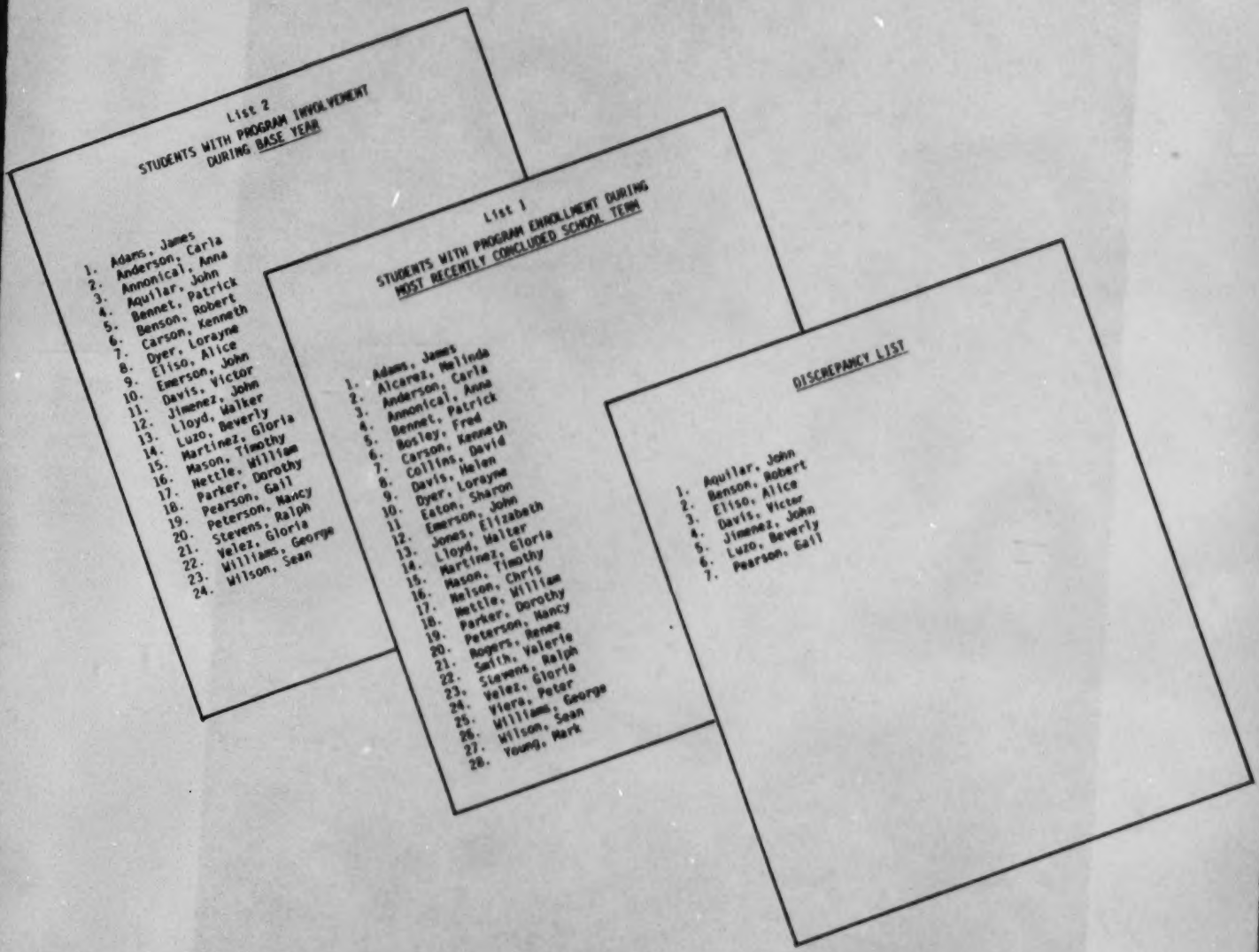
B. Make a comparison between these two lists to identify those students who appear as enrollees of a vocational education program during the "base period" but do not appear on any REPORT for the school term

most recently completed. This discrepancy list identifies students who were enrolled in vocational education during the prior school term (base period), but for some reason did not continue this involvement or complete their program in the school term just completed.

SEE FIGURE 35

The following chart displays those circumstances under which a student's name should or should not be included on the discrepancy list. As indicated on the chart, there are only two (2) situations in which a student's name should be included: (1) when a student had no involvement or prerequisite or enrollee status during the "pre-base period" and enrollee status only during the "base period" but no involvement at any level during the current year, and (2) when a student had enrollee status only during the "base period" but no involvement at any level during the current year.

"Pre-base Period" Student Status	"Base Period" Student Status	"Current Year" Student Status	Included on Discrepancy List
Prerequisite or enrollee or no involvement	Enrollee (only)	No involvement in any vocational education program	Yes
Enrollee (only)	Prerequisite (only)	No involvement in any vocational education program	Yes
Prerequisite or enrollee or no involvement	Enrollee and completer of the same program	No involvement in any vocational education program	No
Prerequisite or enrollee or no involvement	Prerequisite and completer of the same program	No involvement in any vocational education program	No
Prerequisite or enrollee or no involvement	Prerequisite or enrollee or no involvement	Prerequisite or enrollee	No



List 2

STUDENTS WITH PROGRAM INVOLVEMENT DURING BASE YEAR

1. Adams, James
2. Anderson, Carla
3. Annonical, Anna
4. Aquilar, John
5. Bennet, Patrick
6. Benson, Robert
7. Carson, Kenneth
8. Dyer, Lorayne
9. Eliso, Alice
10. Emerson, John
11. Davis, Victor
12. Jimenez, John
13. Lloyd, Walker
14. Luzo, Beverly
15. Martinez, Gloria
16. Mason, Timothy
17. Nettle, William
18. Parker, Dorothy
19. Pearson, Gail
20. Peterson, Nancy
21. Stevens, Ralph
22. Velez, Gloria
23. Williams, George
24. Wilson, Sean

List 1

STUDENTS WITH PROGRAM ENROLLMENT DURING MOST RECENTLY CONCLUDED SCHOOL TERM

1. Adams, James
2. Alcarez, Melinda
3. Anderson, Carla
4. Annonical, Anna
5. Bennet, Patrick
6. Bosley, Fred
7. Carson, Kenneth
8. Collins, David
9. Davis, Helen
10. Dyer, Lorayne
11. Eaton, Sharon
12. Emerson, John
13. Jones, Elizabeth
14. Lloyd, Walter
15. Martinez, Gloria
16. Martinez, Timothy
17. Mason, Chris
18. Nelson, William
19. Nettle, Dorothy
20. Parker, Nancy
21. Peterson, Renee
22. Rogers, Valerie
23. Smith, Ralph
24. Stevent, Gloria
25. Velez, Peter
26. Viera, George
27. Williams, Sean
28. Wilson, Mark
29. Young, Mark

DISCREPANCY LIST

1. Aquilar, John
2. Benson, Robert
3. Eliso, Alice
4. Davis, Victor
5. Jimenez, John
6. Luzo, Beverly
7. Pearson, Gail

C. Locate and analyze, in alphabetical order, the Student/Course Inventory and Attachment sheets for each student whose name appears on the discrepancy list. Those students will be examined individually and in alphabetical order to obtain the leaver and transfer data necessary to complete Columns 14 and 15 of the REPORTS for the school term most recently completed.

STEP III-TWO Leaver Status

Definition of a Program Leaver: A student who was enrolled in and attended a program of vocational education and HAS LEFT THE PROGRAM AND INSTITUTION WITHOUT COMPLETING THE PROGRAM (Federal Register, Monday, October 3, 1977).

Question A: Has the vocational education student either graduated or withdrawn from his/her vocational program(s) and the educational institution without completing the program(s) listed in item 20 of his/her Student/Course Inventory?

Process: Examine Item 16, Date Left Educational Entity, of the individual's Student/Course Inventory to determine if the student has left the educational institution. If a date has been entered in the space provided to indicate when the individual left, and either the "Graduate," "Student Withdrew," or "Unknown" box has been checked, the answer to the above question is YES. If Item 21 of the Student/Course Inventory lists the same program as Item 20, then this student completed the program and should not be involved in this process.

NOTE: The student who transfers from one institution to another of the same level (i.e., secondary to secondary) is not considered a program leaver by definition, even though the student has physically left that institution. This person is considered a program transfer. (See STEP III-THREE.)

Answer: NO, the student has not withdrawn or graduated from the educational institution. Proceed to STEP III-THREE on page 80.

YES, the vocational education student has withdrawn or graduated from the institution without completing his/her program(s); therefore, by definition, the student is considered a vocational education program

leaver. Find the REPORT that has the same USOE code and title as the primary program listed in Item 20 of the individual's Student/Course Inventory. Enter the student's name, last name first, in Column 1 of the REPORT and enter a 1 directly across from the student's name in Column 15, Program Leavers. PROCEED TO NEXT QUESTION.

SEE FIGURE 36

Question B: Since the student has been identified as a leaver of a vocational education program(s), does he/she have secondary program involvement?

Process: Examine Item 20 of the individual's Student/Course Inventory to determine if the student has secondary program involvement during the "base period." If a USOE title and code is listed under "Secondary" and is not listed in Item 21, then the answer to the above question is YES.

Answer: NO, the student did not have secondary program involvement during the "base period;" therefore, return to STEP I-EIGHT OF SECTION I (page 36) to complete Columns 2 through 10 of the REPORT.

YES, the student was involved in one or more secondary programs during the "base period; therefore, find the REPORT(s) that has the same USOE code and title of each program listed. Enter the student's name, last name first, in Column 1 of the REPORT(s) and enter a 2 directly across from the student's name in Column 15, Program Leavers, of each appropriate REPORT. Return to STEP I-EIGHT OF SECTION I (page 36) to complete Columns 2 through 10 of the REPORT(s).

SEE FIGURE 37

STEP III-THREE Transfer Status

Definition of a Program Transfer: The National Center for Educational Statistics (NCES) defines a program transfer as a student who was enrolled in a vocational education program and who transferred to another institution or who transferred out of vocational education into an academic or general education program at the

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code | | | (2) District Code | | | | | | | (3) School Code | | | | | | | |

(4) Student Name: Aguilar, John (5) Sex: M F

(6) Address: 1492 Wilson Cir., Los Angeles, CA 90033 (7) Telephone #: (213) 523-8929

(8) Student Number: 8 0 0 0 0 0 0 0 9 7 (9) Birthdate: 0 3 1 7 6 2 (month day year)

(10) Grade Level | | | (12) Handicapped: Y N

(11) Racial/Ethnic
- American Indian/Alaskan Native
- Asian Pacific Islander
- Black, Non-Hispanic
- X Hispanic
- Filipino
- White, Non-Hispanic
- Non Resident Alien (U.S. nat. only)

- Mentally Retarded
- Hard of Hearing
- Deaf
- Speech Impaired
- Visually Handicapped
- Emotionally Disturbed
- Orthopedically Impaired
- Other Health Impaired
- Deaf-Blind
- Multi-Handicapped
- Specific Learning Disabled

(13) LESA: Y N

(14) Disadvantaged: Y X
- Economic
- Academic

(15) Instructional Setting (for Hand./Disad./LESA students only)
- Mainstream/no support
- Mainstream/support from VEA funds
- Separate

(16) Date left education entity: 0 6 7 9 (mo yr)
- Graduated X Student withdrew
- Transferred Unknown

(17) Date AA degree granted | | | | (mo yr)

(18) Date certificate granted | | | | (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/Credits Earned	(E) Month/Year Completed	(F) Grade Earned
AZCXX5	Intro. to Ag.	1,0	1.0	3 7 7	C
AZCXX5	Plant Sci.	1,1	.5	1 7 8	B
AZWXX5	Beef & Swine Pro.	1,1	.5	1 7 6	C
KAA1X5	Tune Up I	1,1	.5	1 7 9	B
AABXX5	Adv. An. Sci.	1,1	1.0	1 7 9	C
KAA2X5	Tune Up II	1,1	.5	6 7 9	A

(20) Program enrollment

	Program (title)	USOE CODES
1. (Primary)	Agricultural Production	0 1 0 0 1
2. (Secondary)	Mechanics	1 7 0 3 0 2
3. (Secondary)		

(21) Program Completion

1. (Primary)	
2. (Secondary)	
(Secondary)	

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program	(H) Course Utilization	(I) Contact Hours
01.01	C	180
01.01	A	90
01.01	A	90
17.0302	A	90
01.01	B	180
17.0302	A	90

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE: 0 1 0 0 1

USOE PROGRAM TITLE: Agricultural Production

MEETS STATE PLAN: X N

STUDENT NAME	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
Adams, James	M	B	12			AS		X			1	1		
Bennet, Patrick	M	W	11								1			
Carson, Kenneth	M	B	11								2			
Emerson, John	M	W	12							1				
Jones, Elizabeth	F	B	10								2			
Stevens, Ralph	M	W	12											
Velez, Gloria	F	H	11								1			
Aguilar, John														1

1 = PRIMARY 2 = SECONDARY

Figure 36

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code 1 1 (2) District Code 1 1 1 1 1 (3) School Code 1 1 1 1 1 1 1

(4) Student Name Aguilar, John (5) Sex M ☑

(6) Address 1492 Wilson Cir., Los Angeles, CA 90033 (7) Telephone # (213) 523-8929

(8) Student Number B 0 0 0 0 0 0 0 0 9 7 (9) Birthdate 0 3 1 7 6 2 (month day year)

(10) Grade Level 1 1 (12) Handicapped Y ☑ N

(11) Racial/Ethnic
- Americ. Indian/Alaskan Native
- Asian Pacific Islander
- Black, Non-Hispanic
- X Hispanic
- Filipino
- White, Non-Hispanic
- Non Resident Alien (U.S. nat. only)

- Mentally Retarded
- Hard of Hearing
- Deaf
- Speech Impaired
- Visually Handicapped
- Emotionally Disturbed
- Orthopedically Impaired
- Other Health Impaired
- Deaf-Blind
- Multi-Handicapped
- Specific Learning Disabled

(13) LESA X ☑ N

(14) Disadvantaged Y ☑
- Economic
- Academic

(15) Instructional Setting for Hand.-Disad.-LESA students only
- Mainstream/no support
- Mainstream/support from VEA funds
- Separate

(16) Date left education entity 0 6 7 9 (mo yr)
- Graduated X Student withdrew
- Transferred Unknown

(17) Date AA degree granted (mo yr)

(18) Date certificate granted (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/Credits Earned	(E) Month/Year Completed	(F) Grade Earned
AZCXX5	Intro. to Ag.	10	1.0	3 7 7	C
AZCXX5	Plant Sci.	11	.5	1 7 8	B
AZWXX5	Beef & Swine Pro.	11	.5	1 7 8	C
KAA1X5	Tune Up I	11	.5	1 7 9	B
AABXX5	Adv. An. Sci.	11	1.0	1 7 9	C
KAA2X5	Tune Up II	11	.5	6 7 9	A

(20) Program enrollment

	Program title(s)	USOE CODE(S)
1. (Primary)	Agricultural Production	0 1 0 0 1
2. (Secondary)	Mechanics	1 7 0 3 0 2
3. (Secondary)		

(21) Program Completion

1. (Primary)	
2. (Secondary)	
(Secondary)	

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Vocational Education Courses Presently Enrolled/Have Completed

(G) USOE Program	(H) Course Utilization	(I) Contact Hours
01.01	C	180
01.01	A	90
01.01	A	90
17.0302	A	90
01.01	B	180
17.0302	A	90

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: School Year '79-'80

1 USOE PROGRAM CODE 1 7 . 0 3 0 2

USOE PROGRAM TITLE Mechanics

MEETS STATE PLAN X ☐ N

STUDENT NAME	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
Collins, David	M	W	12								1	1		
Dyer, Lorayne	F	W	11							1				
Jimenez, John	M	H	10								2			
Lloyd, Walter	M	W	12			E					1			
Nettles, William	M	B	10								2			
Aguilar, John														2

1 = PRIMARY 2 = SECONDARY

Figure 37

same institution. Students who transfer from one vocational education program to another within the same school are not reported as transfer students.

Question A: Has the vocational education student transferred to another institution of the same level without completing the program(s) listed in Item 20 of his/her Student/Course Inventory?

Process: Examine Item 16, Date Left Educational Entity, of the individual's Student/Course Inventory to see if a date has been entered in this space. If a date has been entered indicating that the individual has left the institution and the "Transferred" box has been checked, the answer to the above question is YES. (Documentation of all transfers should be kept on file.)

NOTE: Transferring from one institution to another does not include a student progressing into an institution of higher learning. For example, a student who graduates from high school without completing his/her vocational training program and enters college is considered a program leaver, not a transfer.

Answer A: NO, the student has not transferred out of a vocational education program to another institution; therefore, the student must still be enrolled in the institution but involved in an academic or general education program during the school term just completed. (Some type of verification process should take place to make sure these students are still enrolled in the institution.) Find the REPORT that has the same USOE code and title as the primary program listed in Item 20 of the individual's Student/Course Inventory. Enter the student's name, last name first, in Column 1 of the REPORT and enter a 1 directly across from the student's name in Column 14, Program Transfers. PROCEED TO NEXT QUESTION.

YES, the student did transfer out of a vocational education program into another educational institution which is of the same level (i.e., secondary to secondary) without completing the program in which he/she was involved. Find the REPORT that has the same USOE code and title

as the primary program listed in Item 20 of the individual's Student/Course Inventory. Enter the student's name, last name first, in Column 1 of the REPORT and enter a 1 directly across from the student's name in Column 14, Program Transfer. PROCEED TO NEXT QUESTION.

Question B: Since the student has been identified as a transfer of a vocational education program(s), does he/she have secondary program involvement?

Process: Examine Item 20 of the individual's Student/Course Inventory to determine if the student has secondary program involvement during the "base period." If a USOE title and code is listed under "Secondary" and is not listed in Item 21, then the answer to the above question is YES.

Answer: NO, the student did not have secondary program involvement during the "base period." PROCEED TO NEXT STEP (III-FOUR).

YES, the student was involved in one or more secondary programs during the "base period;" therefore, find the REPORT(s) that has the same USOE code and title of each program listed. Enter the student's name, last name first, in Column 1 of the REPORT and enter a 2 directly across from the student's name in Column 14, Program Transfer, of each appropriate REPORT. PROCEED TO NEXT STEP (III-FOUR).

STEP III-FOUR Student Characteristics

Complete Step I-Eight, Student Characteristics, in Section I for each program in which the student was determined to be either a program transfer or leaver.

APPENDIX A

Program/Course Inventory (PCI)

VOCATIONAL EDUCATION PROGRAM/COURSE INVENTORY FORM PCI

EXPLANATION AND INSTRUCTIONAL MANUAL

A Publication of
The California Occupational Information Coordinating Committee
The Ventura County Superintendent of Schools, Special Projects Unit

October, 1978

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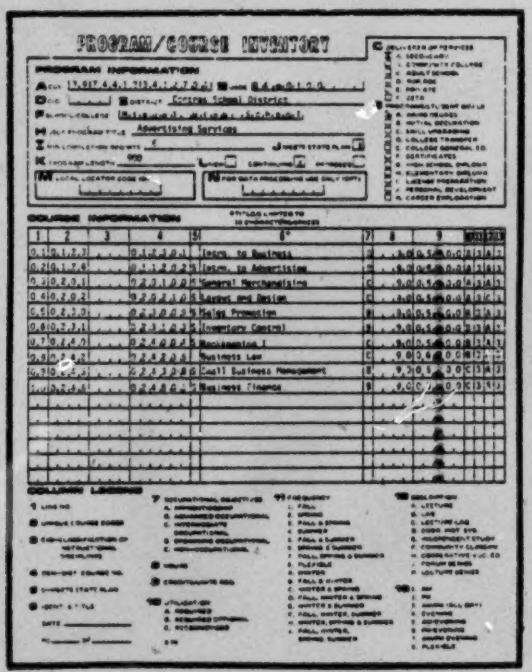
Introduction

Meaningful information is the result of carefully collected data incorporated into a formally organized branch of knowledge. Before information can become available, the data from which it is derived must be collected from all pertinent sources. The data collected must be of a uniform quality, in a standard format, timely, accurate, and pertinent to the subject.

This was the logic which led to the development of the data collection instrument known as the "Program/Course Inventory" (PCI). The form was developed by the California Occupational Information System (COIS) to address these criteria. Completed PCI forms (Figure A) define vocational education instructional programs in terms of the courses of which they are comprised and their occupational objectives.

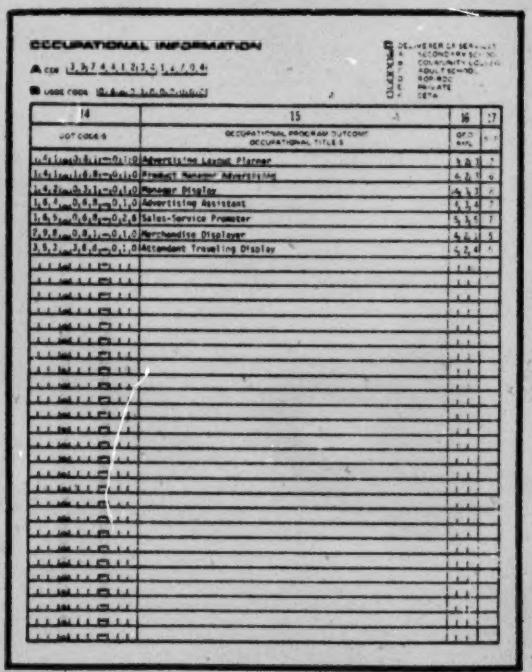
FIGURE A


PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

COURSE INFORMATION

COLUMN LEGENDS


OCCUPATIONAL INFORMATION

14	15	16	17
JOT CODE 6	OCCUPATIONAL PROGRAM OUTCOME OCCUPATIONAL TITLE 5	OPT RPT	
1.4.1.xx-0.1.0	Advertising Layout Planner	3 3	*
1.4.1.xx-0.1.0	Product Manager Advertising	6 6	*
1.4.2.xx-0.1.0	Sponsor Display	4 4	*
1.4.4.xx-0.1.0	Advertising Assistant	4 4	*
1.4.5.xx-0.2.8	Sales-Service Promoter	5 5	*
2.3.8.xx-0.1.0	Merchandise Displayer	4 4	5
3.3.3.xx-0.1.0	Attendant Traveling Display	4 4	*

According to the National Center for Educational Statistics, a vocational program is defined as a planned sequence of courses, services, or other educational activity designed to prepare individuals for employment in a specific occupation or cluster of closely related occupations. The PCI is a recommended means of defining a vocational program by its courses and occupational objectives. The data contained on the PCI does this by:

1. utilizing existing State and National coding systems to describe the scope and content of specific vocational training programs;

2. specifying the occupations for which a student will be trained upon completion of a given program;

3. indicating information pertaining to the availability and operational aspects of the program;

4. indicating the purpose of each course within a program; and

5. indicating the minimum requirements needed by the student to complete the program.

PCI Applications

1. Program/Course Approval

Every college/school district has some means, i.e., curriculum committees, administrative councils, boards of education, to approve courses and programs. Utilizing the PCI in this process enables decision-makers to see the relationship of one course to another, the relationship of the program to specific occupations, and other technical relationships such as instructional time, facility utilization, etc.

The State Department of Education has responsibility for approving courses offered by Regional Occupational Programs and Centers (ROP/C). Although not presently used for this purpose, the PCI contains many of the same information elements as the current VE 77 application for ROP/C Course Approval. The detailed information provided on the PCI can assist with the ROP/C course approval process.

Community colleges are subject to several approval processes before beginning actual delivery of a program and the courses that comprise it. The process starts with the completion of Form CC-EP-1 The Application for Approval of New Educational Programs (revised April 1977). There are a number of similarities in this form and the PCI; therefore, it is generally agreed that the PCI will help facilitate the completion of this form.

With passage of S.B. 1641, it is now necessary for the Chancellor's Office to monitor the operation of these courses and programs once they are approved. The PCI and its related computer generated reports can assist the staff of the Chancellor's Office with this task.

2. Program Articulation

The PCI has been used by several school districts to assist them in preparing required articulation agreements. Because of its design and associated definitions, the PCI enables secondary vocational education directors, community college deans, ROP/C directors and adult education principals to analyze program content. This process will improve the student's mobility through anticipated programs offered by various participating institutions without being required to repeat certain competencies.

The PCI also facilitates the identification of courses which are common to several programs. This type of horizontal program articulation is particularly valuable to the student who changes program objectives and desires to know other potential options available. Applied in an administrative capacity, horizontal articulation analysis is important when considering what the expansion efforts of a particular program will have on other related programs.

3. Delineation of Function

The PCI is useful to vocational education program administrators who are faced with the problems of justifying the operation of a particular program. Such factors as instructional time required to offer the program, complexity of subject matter, related occupations, and numerous other details are displayed on the PCI. The different information elements are critical to those delineations of function process.

4. Analysis of Program Operation

Each program administrator needs to monitor the programs for which he/she has responsibility. The PCI and its related computer reports* facilitate analysis of student enrollment rates, completion

* *These computer reports are generated by the Public Education Supply Data System (PESDS).*

rates, placement rates, and other important program performance characteristics. These reports are also useful for facility and staff utilization management studies. A monitoring process should be an important part of the total program evaluation effort.

5. Analysis of Program Curriculum

Completion of the PCI serves as a verification process to ensure that the instructional content of the program matches the requirements for the occupations associated with the program. The Dictionary of Occupational Titles, (Third/Fourth Edition) serves as a useful tool for conducting a preliminary analysis of job requirements in relationship to program curriculum. This analysis can also also be used by the program advisory committees to further verify instructional content, curriculum/occupation relationships and course articulation.

6. Allocation of Resources

When used with other information such as supply/demand reports, the PCI information can be used by vocational education program administrators to help determine the allocation of fiscal resources to specific programs. For example, the proper identification of associated occupations with the program in question enables the administrator to check student placement rates in the specified occupation. Those programs with low placement rates, but with high potential placement (determined from the Supply/Demand Report and local study) may require more funds allocated to placement.

7. Occupational Counseling and Guidance

When used by a skilled counselor, the PCI can reveal to the student the relationship among specific programs, the courses which comprise them and the occupations which they are preparing the student to enter. Before pursuing a particular program, the student should be knowledgeable of certain additional factors which are also identified on the PCI, i.e., commitment of the time it takes to

complete the program, minimum requirements, and course options available. Other information contained on the PCI (such as related math and language requirements for the job, physical abilities, mental aptitudes, and the geographic location of the program) is also necessary to assist students in making meaningful occupational decisions.

Instructions for Completing the Program/Course Inventory Form (PCI)

The instructions that follow are a suggested step-by-step procedure for completing the Program/Course Inventory (PCI) Form. As users become familiar with the form, they may wish to make modifications to meet the unique needs of their Local Educational Agency (LEA). The program information items (A, B, C, D, etc.) and the Course/Occupational information columns (1, 2, 3, 4, etc.) are NOT in sequential order in the instructions but rather in the anticipated order that the agency would complete the form. Definitions have been incorporated into the instructions for clarification.

SIDE I

Step One Public Schools Only (Secondary, Community College, Adult, ROP/Cs)

Item A CDS Code (County/District/School):

Enter the appropriate 14 digit CDS code. CDS codes can be obtained from the California Schools Directory. CDS codes for ROP/Cs have been provided in Appendix A of this publication.

Step Two Public Schools Only (Secondary, Community College, Adult ROP/Cs)

Item E District Name:

Enter the name of the district in which the program is physically located.

Item F School/College Name:

Enter in item F the name of the school/college at which the program is physically located. If the program is being conducted off campus, i.e., community classrooms, mobile units, contracted programs, etc., this space may be utilized to enter the name of the physical site location.

Item M Local Locator Code (Optional):

To further identify off campus sites, it is suggested that Item M be utilized to record the geographical location by census tract identifiers. Census tract identifiers and codes are available from county/local planning departments or from your COIS socioeconomic reports (Appendix B).

Note: Item E can accommodate a maximum of twenty-four (24) positions. Item F can accommodate a maximum of eighteen (18) positions including space between words. When necessary, abbreviations should be used.

Step Three All Users

Item B USOE Code:

From the publication Standard Terminology for Curriculum and Instruction in Local State School Systems (Handbook VI), choose the most appropriate United States Office of Education code/title that defines the program being inventoried. (See the following note of explanation for coding of exploratory and general work experience programs.) Although the USOE code has ten positions, in most cases only the first six positions are needed to define the program. In some cases, the codes must be

extended beyond the sixth position to differentiate between two programs sharing the same six position codes, for example:

01.010206 Plant Pathology
01.010207 Entomology

Note: Handbook VI need not be consulted for two USOE Categories; "Exploratory Work Experience" and "General Work Experience." In California these USOE areas will be identified for State reporting requirements as follows:

00.01 Exploratory Work Experience
00.02 General Work Experience

A separate PCI for each of these work experience programs should be completed if applicable.

Item H USOE Program Title

Enter the USOE program title that corresponds with the appropriate USOE code found in Handbook VI.

Item J Program Meets State Plan (For Vocational/Occupational Programs Only):

Mark an "X" in the box if the program identified in Item B meets the State Plan for Vocational Education, 1977, and the policies/procedures issued by the State Department of Education and the Chancellor's Office of the California Community Colleges.

Step Four All Users

Item L New, Continuing and Proposed Programs:

Place an "X" in the appropriate box to indicate if the program is new, continuing or being proposed.

New: A program which is currently operating and is in its first school year of operation.

Continuing: A program which is currently operating and has been in operation for more than one school year.

Proposed: A program which is not currently operating, but is proposed to be operational within one school year.

Step Five All Users

Item N Data Processing Identification Code (Data Processing Use Only-Optional):

An optional item to be used by data processing centers that have assigned unique school identification codes other than the State assigned CDS codes. A maximum of eight positions have been allocated for this purpose.

Step Six All Users

Item C Deliverer of Services:

Place an "X" in the box opposite the type of instruction that operates the instructional program and receives operational funds for the program via State appointment, student fees, or CETA.

Note: When any of the following situations occurs within a public school, two boxes should be marked with an "X."

1) *When a public school offers a program as a result of contracting with a private agency.*

2) *When a public school operates a program through CETA funding.*

3) *When a public school contracts with another public school.*

Step Seven - All Users

Column 6 Course Title:

List the course titles which comprise the USOE program identified in step three.

Note: Column 6 can accommodate a maximum of eighteen (18) positions including the spaces between words. When necessary, abbreviations should be used.

Step Eight All Users (If Applicable)

Column 4 District Course Number (If Applicable):

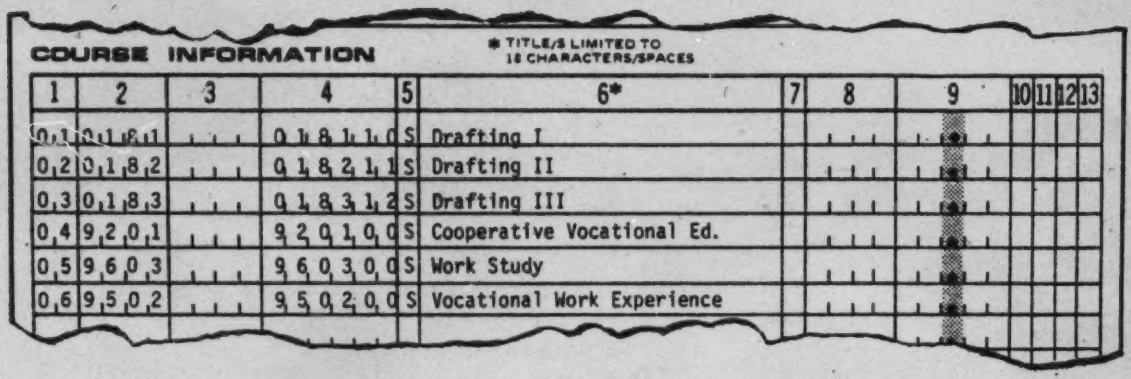
List the district course codes which relate to the courses listed in column 6. District course codes are used by school/college districts to identify their courses for scheduling and other purposes and are usually found in the District Master Course Directory.

Column 2 Unique Course Codes:

Identify each course listed in column 6 by a unique four-digit code (see Figure B). It is suggested that this unique code be numeric and must be limited to four (4) positions. For example:

0181 Drafting (First Year)
0182 Drafting (Second Year)
0183 Drafting (Third Year)

FIGURE B



COURSE INFORMATION

* TITLES LIMITED TO 18 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10	11	12	13
0	1	8	1	0	S	Drafting I						
0	2	8	2	1	S	Drafting II						
0	3	8	3	2	S	Drafting III						
0	4	9	2	0	S	Cooperative Vocational Ed.						
0	5	9	6	0	S	Work Study						
0	6	9	5	0	S	Vocational Work Experience						

The only limitation in assigning unique numeric codes to courses is in the coding of work experience programs. Work experience programs must be coded with a nine (9) as the first position in the four position code and must be assigned to the USOE program with which they are associated.

The following is a suggested coding system for the various types of work experience programs:

91XX Apprenticeship
92XX Cooperative Vocational Education
*93XX Exploratory Work Experience
*94XX General Work Experience
95XX Vocational Work Experience
96XX Work Study
97XX Exemplary

Note: *School districts utilizing the Public Education Supply Data System (PESDS) and contracting with Regional Data Processing Centers have been identifying their courses*

* See Step Three

in column 2 with California Course Codes (CCC). The use of the CCC is still recommended for uniquely coding courses for this process or for the PESDS.

Column 3 Course CID Code (Classification of Instructional Disciplines) Community College Use Only:

Enter the CID code associated with each course listed in column 6.

Item D Program CID Code (Community College Use Only):

Enter the CID code which reflects the program intent and course content of the majority of courses listed in column 6. For example, a college which has gone through the Chancellor's Office program approval process will have a list of courses which were submitted under a specific CID code such as Banking and Finance 0504. If the majority of courses listed in column 6 are from other disciplines such as Accounting 0502 or Business English 1501, these discipline codes will be reflected in column 3 opposite the applicable courses in column 6.

Step Nine All Users

Column 1 Line Number:

Numerically sequence each course listed in column 6 beginning with the number 01 and ending with 16. If more line items are needed, use additional forms as necessary. When using additional forms, complete only items A, B, and C for program identification purposes and continue the numerical sequencing of the courses with the number 17.

Step Ten All Users

Column 5 Course Meets State Plan:

Identify with the letter "S" all courses listed in column 6 which meet the California State Plan for Vocational Education, 1977, and the policies/procedures issued by the State Department of Education and the Chancellor's Office of the California Community Colleges.

Step Eleven All Users

Column 7 Course Occupational Objectives:

Based upon the following definitions, identify the occupational objective of each course comprising the program.

A. Apprenticeship

An "A" designated course is part of an approved apprenticeship program.

B. Advanced Occupational

A "B" designated course is offered in one specific occupational program and clearly identifies the enrolled student as a major in this program. "B" courses will generally be those taken by students in the advanced stages of their occupational program.

C. Intermediate

A "C" designated course is generally offered in several related occupational programs within a broad program field, i.e.; 01 Agriculture, 04 Distributive Education,

07 Health Occupation, etc. "C" designated courses will generally be taken by students in the middle stages of their occupational programs.

D. Beginning Occupational

A "D" designated course is at the introductory level and may be included in more than one occupational program. Non-occupational, as well as occupational majors, often enroll in "D" courses. For borderline courses (between "C" and "D" designations), it is suggested that the deciding factor should be an estimate of the number of students taking the course whose enrollment is other than vocational education. If the vocational education majors are in the minority, then the courses should be designated "D."

E. Non-occupational

An "E" designated course is primarily designed for non-occupational majors who desire subject acquaintanceship.

Occupational objective classifications are used to describe the occupational purpose of the courses within a defined USOE training program. The codes used to distinguish the occupational objective for each course should be assigned according to the judgment and the experience of the local vocational education administrator in conjunction with the opinion of the teacher(s) assigned to the program. The assignment of these codes should be based on the specific content of each as it relates to other courses within the total training program. Also, the code assignment process should consider goals of the student, i.e., is the course designed to prepare for entry-level employment or job upgrading.

Step Twelve All Users

Column 8 Course Hours:

Enter the minimum number of hours required to complete the formal instruction (lecture/lab/on-the-job training) assigned to each course listed in column 6.

Note: Community Colleges Only

Courses that are approved "Craft Classes" for adults (Title Five of the California Administrative Code 58140 and 58141) must identify in column 8 the maximum number of course hours to be allowed for each student to complete the course.

Item K Program Length (Hours):

Add the number of hours (column 8) associated with all the courses listed in column 6. This sum will represent the total number of hours for the program and should be entered in item K.

Step Thirteen All Users

Column 9 Credits/Units Required:

Enter all the required number of units or credits to be granted upon satisfactorily completing the courses identified in column 6.

Step Fourteen All Users

Column 10 Course Utilization:

Assign to each course listed in column 6 a code designation of (A) required, (B) required optional, or (C) recommended.

This code identifies course significance in relationship to the total program and its occupational objectives. For example, the PCI form, shown on page 19 for a stenographic program identifies Typing I, Typing II, and Shorthand I as required courses. This means that these three courses contain all the necessary content to gain the skills needed to successfully perform as a stenographer. All other courses may be taken by a student for the purpose of acquiring either general knowledge or additional occupational preparation.

These code designations may also be used to determine unduplicated program enrollment count. The National Center for Educational Statistics (NCES) has defined a program enrollment as the official entrance of a student into a vocational education program at the level at which a vocational objective can be stated or implied. Program enrollments should represent an unduplicated count meaning that an individual is to be counted only once regardless of the number of programs in which he or she is enrolled during the year. Persons who were enrolled in more than one program during the year, or who transferred from one program to another, must be counted as being enrolled in that program most recently entered the program for which he or she has the most contact hours of instruction.

The Public Education Supply Data System (PESDS)* defines a program enrollment as follows: A student is considered enrolled in a vocational education program when he or she is taking credit for (1) one or more required or required optional courses which are included in a regular vocational training program as identified on the Program/Course Inventory (PCI), or (2) any designated course comprising a defined 09.01 series Home Economics program which meets the State Plan for Vocational Education, 1977, and policies and procedures issued by the State Department of Education, or (3) any designated course

* *The Public Education Supply Data System (PESDS), a sub-system within the California Occupational Information System (COIS), is a computerized system that generates information to complete the VE projected enrollments, the VEA 48s, and portions of the 45s. It also provides the basis to produce supply/demand information, an essential data requirement for program planning.*

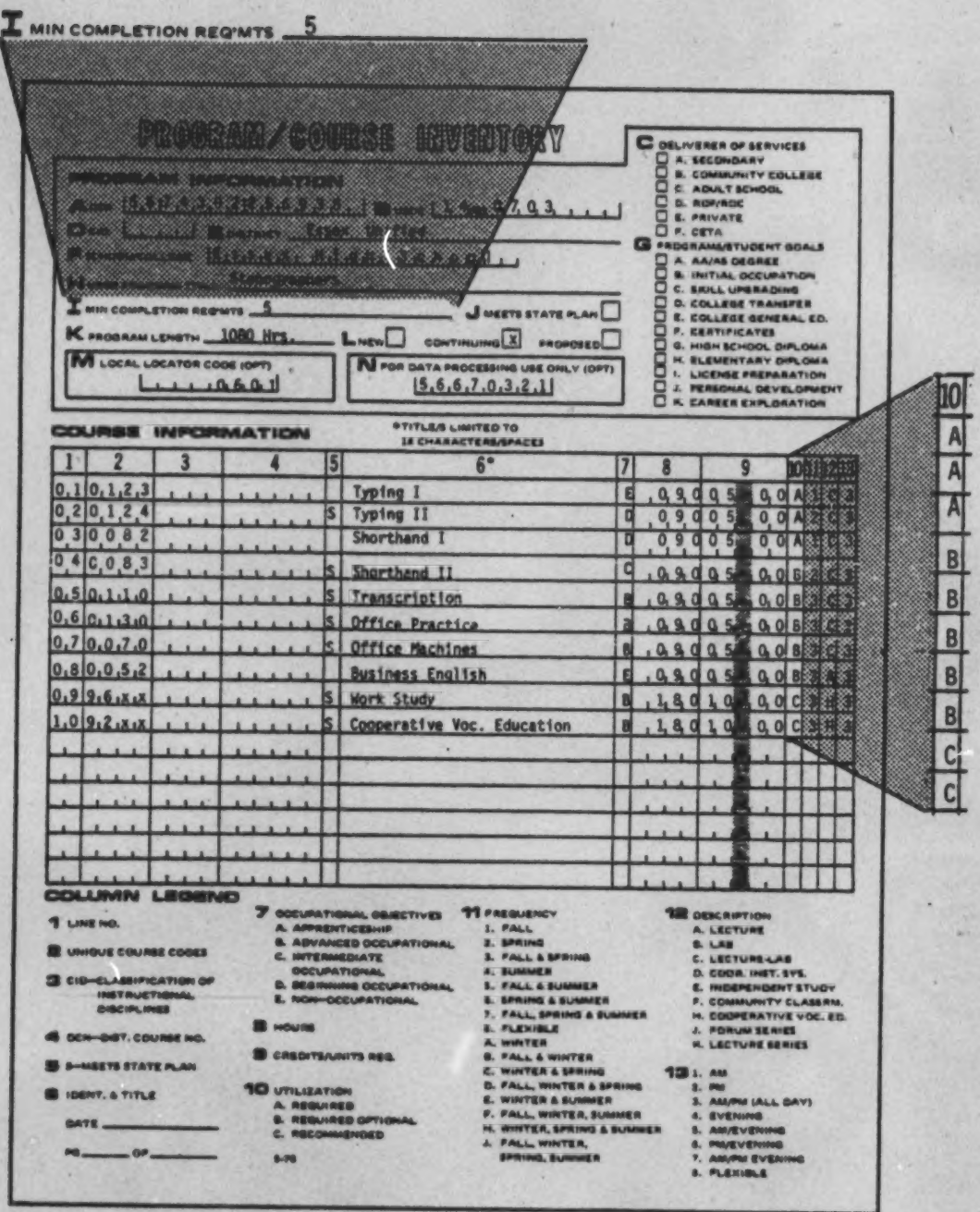
comprising a 10.00 series Industrial Arts program which meets the State Plan for Vocational Education, 1977, and policies and procedures issued by the State Department of Education.

Step Fifteen All Users

Item I Minimum Completion Requirements:

Enter the minimum number of courses a student would be required to take to complete the program. As defined by the National Center for Educational Statistics (NCES), program completers are those students who have finished a planned sequence of courses/services designated to meet a vocational objective and purports to teach entry-level job skills and are available for full-time employment. The PESDS defines a program completion as follows: A student will be considered a program completer when he/she has successfully completed the minimum number of "A" required and "B" required optional courses as indicated in item I. Using the following Stenographer's PCI (Figure C) as an example, a total of ten courses makes up this program of which three are indicated as being required "A," five courses are required optional "B," and two are recommended "C." In order for a student to successfully complete this program and have the skills necessary to obtain employment, at least five out of the ten courses must be completed. Therefore, of the five courses that are required optional, a student has the flexibility of selecting and completing at least two courses. In order to record the program's minimum completion requirements in terms of the number of courses needed, item I has been provided. For this example, the number five (three required courses plus two required optional courses) should be recorded in item I.

FIGURE C



I MIN COMPLETION REQ'MTS 5

PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

Area [illegible] Major [illegible]

Date [illegible] Agency Type: Public

Program [illegible]

Location [illegible]

I MIN COMPLETION REQ'MTS 5 J MEETS STATE PLAN ☐

K PROGRAM LENGTH 1080 Hrs. L NEW ☐ CONTINUING [X] PROPOSED ☐

M LOCAL LOCATOR CODE (OPT) 0601

N FOR DATA PROCESSING USE ONLY (OPT) 5,6,6,7,0,3,2,1

C DELIVERER OF SERVICES
- ☐ A. SECONDARY
- ☐ B. COMMUNITY COLLEGE
- ☐ C. ADULT SCHOOL
- ☐ D. ROP/ROC
- ☐ E. PRIVATE
- ☐ F. CETA

G PROGRAM/STUDENT GOALS
- ☐ A. AA/AS DEGREE
- ☐ B. INITIAL OCCUPATION
- ☐ C. SKILL UPGRADING
- ☐ D. COLLEGE TRANSFER
- ☐ E. COLLEGE GENERAL ED.
- ☐ F. CERTIFICATES
- ☐ G. HIGH SCHOOL DIPLOMA
- ☐ H. ELEMENTARY DIPLOMA
- ☐ I. LICENSE PREPARATION
- ☐ J. PERSONAL DEVELOPMENT
- ☐ K. CAREER EXPLORATION

COURSE INFORMATION

*TITLES LIMITED TO 18 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10	11	12	13
0,1	0,1,2,3				Typing I	E	,0,9,0	0,5	0,0	A	C	3
0,2	0,1,2,4			S	Typing II	D	,0,9,0	0,5	0,0	A	C	3
0,3	0,0,8,2				Shorthand I	D	,0,9,0	0,5	0,0	A	C	3
0,4	C,0,8,3			S	Shorthand II	C	,0,9,0	0,5	0,0	B	C	3
0,5	0,1,1,0			S	Transcription	B	,0,9,0	0,5	0,0	B	C	3
0,6	C,1,3,0			S	Office Practice	B	,0,9,0	0,5	0,0	B	C	3
0,7	0,0,7,0			S	Office Machines	B	,0,9,0	0,5	0,0	B	C	3
0,8	0,0,5,2				Business English	E	,0,9,0	0,5	0,0	B	C	3
0,9	9,6,X,X			S	Work Study	B	,1,8,0	1,0	0,0	C	C	3
1,0	9,2,X,X			S	Cooperative Voc. Education	B	,1,8,0	1,0	0,0	C	C	3

10: A A A B B B B B C C

COLUMN LEGEND

1 LINE NO.

2 UNIQUE COURSE CODES

3 CID-CLASSIFICATION OF INSTRUCTIONAL DISCIPLINES

4 DEN-DIST. COURSE NO.

5 S-MEETS STATE PLAN

6 IDENT. & TITLE

DATE _____

PG _____ OF _____

7 OCCUPATIONAL OBJECTIVES
- A. APPRENTICESHIP
- B. ADVANCED OCCUPATIONAL
- C. INTERMEDIATE OCCUPATIONAL
- D. BEGINNING OCCUPATIONAL
- E. NON-OCCUPATIONAL

8 HOURS

9 CREDITS/UNITS REQ.

10 UTILIZATION
- A. REQUIRED
- B. REQUIRED OPTIONAL
- C. RECOMMENDED

11 FREQUENCY
- 1. FALL
- 2. SPRING
- 3. FALL & SPRING
- 4. SUMMER
- 5. FALL & SUMMER
- 6. SPRING & SUMMER
- 7. FALL, SPRING & SUMMER
- E. FLEXIBLE
- A. WINTER
- B. FALL & WINTER
- C. WINTER & SPRING
- D. FALL, WINTER & SPRING
- E. WINTER & SUMMER
- F. FALL, WINTER, SUMMER
- H. WINTER, SPRING & SUMMER
- J. FALL, WINTER, SPRING, SUMMER

12 DESCRIPTION
- A. LECTURE
- B. LAB
- C. LECTURE-LAB
- D. COOR. INST. SYS.
- E. INDEPENDENT STUDY
- F. COMMUNITY CLASSRM.
- H. COOPERATIVE VOC. ED.
- J. FORUM SERIES
- K. LECTURE SERIES

13
1. AM
2. PM
3. AM/PM (ALL DAY)
4. EVENING
5. AM/EVENING
6. PM/EVENING
7. AM/PM EVENING
8. FLEXIBLE

Step Sixteen All Users

Column 11 Course Frequency:

Indicate the course frequency by entering one of the following codes:

1. Fall
2. Spring
3. Fall & Spring
4. Summer
5. Fall & Summer
6. Spring & Summer
7. Fall, Spring & Summer
8. Flexible this category can be used to define courses that start and end on an irregular basis, i.e., short-term courses.

A. Winter
B. Fall & Winter
C. Winter & Spring
D. Fall, Winter & Spring
E. Winter & Summer
F. Fall, Winter & Summer
H. Winter, Spring & Summer
J. Fall, Winter, Spring & Summer

Step Seventeen All Users

Column 12 Instructional Description:

Indicate the type of instructional method being employed by entering one of the following codes:

A. Lecture

A lecture course is one in which the teacher gives an oral presentation of facts or principles, the class frequently being responsible for note taking. This activity usually involves little or no pupil participation by questioning or discussion.

B. Lab

Learning activities carried on by pupils in a laboratory designed for individual or group study of a particular subject-matter area involving the practical application of theory through observation, experimentation, and research, or in the case of foreign language instruction involving learning through demonstration, drill, and practice. This applies also to the study of art and music, though such activity in this instance may be referred to as a studio experience.

C. Lecture/Lab

Those performance classes which do not have a separate lecture and laboratory session but whose subject content requires that lecture materials be interpreted at frequent and appropriate intervals throughout the class.

D. Coordinate Instruction System (CIS)

Coordinate instruction is a system in which a variety of technical methods including the use of mechanical and electronic devices, self-instructional materials, and other similar teaching techniques may be used. (Title Five of the California Administrative Code, 55301)

E. Independent Study

An independent study course is one in which a student contracts with an instructor to perform a specific amount of work over a prescribed length of time to receive a specified amount of credits/units.

F. Community Classroom

A community classroom is a site or series of physical locations in which occupational training programs are conducted. A community classroom has as its general purpose the expansion of occupational training opportunities by utilizing existing sites and facilities other than those of the public schools. A private postsecondary school under contract with a public school agency to provide occupational training pursuant to Education Code Section 30133 shall not be considered to be a community classroom.

G. Cooperative Vocational Education

Cooperative vocational education is defined as a program/course of vocational education for persons who, through written cooperative arrangements between the school and employers, receive instruction including required academic courses and related vocational instruction by alternating study in school with a job in any occupational field. Those two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and to his/her employability. Work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program.

H. Forum Series

A forum series course is an adult class which provides for discussion of public affairs under qualified leadership. (Title Five of the California Administrative Code, 581050-55)

I. Lecture Series

A lecture series course is an adult class concerned with regulated subjects of educational value excluding those in public affairs. (Title Five of the California Administrative Code, 58160-62)

Step Eighteen All Users

Column 13 Time Course Offered:

Indicate the time the course is being offered by entering one of the following codes:

1. a.m.
2. p.m.
3. a.m./p.m. (all day)
4. a.m./evening
5. p.m.
6. a.m./p.m./evening
7. flexible - this category can be used to define independent study or other courses that may not have a predetermined schedule.

Step Ninteen All Users

Item G Program/Student Goals:

Indicate with an "X" the classification or classifications that best define the program in terms of the perceived objectives of the majority of the students enrolled in the program. More than one box may be checked.

A. AA/AS Degree

A college degree authorized by the California Title Five Administrative Code in Associate of Arts (AA) or Associate of Science (AS).

B. Initial Occupation

Education and training for an entry-level occupation for a person not currently employed in that occupation or a related occupation. In this type of program, a student is normally considered to be of "preservice" or adult preparatory status.

C. Skill Upgrading

Education and training in skills that pertain to the student's specific occupation or related occupation normally within his current employment or industry. In addition, a student who requires upgrading or refreshing of skills for continuation or promotion is included in this category. Normally, this student is defined in the "inservice" or adult supplemental category.

D. College Transfer

College courses which are approved transfer courses to an accredited college or university.

E. College General Education

Those programs which offer intellectual and cultural experiences for the personal development needed by students to realize their full potential as individuals.

F. Certificates

A certificate of achievement is granted any student who meets the requirements based on units or work, residence, and scholarship. Normally, a certificate is for one-to-two semesters in an occupational program and requires completing between 15 to 30 units with a "C" grade average or better.

G. High School Diploma

Those courses which satisfy State and local board of education requirements for the awarding of a high school diploma.

H. Elementary Diploma

The pre-high school program which, upon satisfactory completion, designates that the individual has completed the eighth grade level of education.

I. License Preparation

Specific occupational programs requiring licensing by the State Department of Consumer Affairs. Normally, licensing preparation requires from one-to-four semesters of work and/or completion of an AA/AS degree.

J. Personal Development

Those courses which are designed to provide an individual with opportunity to increase proficiency in areas which may or may not lead towards a high school diploma or AA/AS Degree.

K. Career Exploration

Those programs which are designed to assist individuals in learning about careers in order to make informed and meaningful occupational choices.

SIDE II

Step Twenty All Users

Item A County/District/School (CDS) Code:

Enter the appropriate CDS code as defined under Step One.

Item B USOE Code:

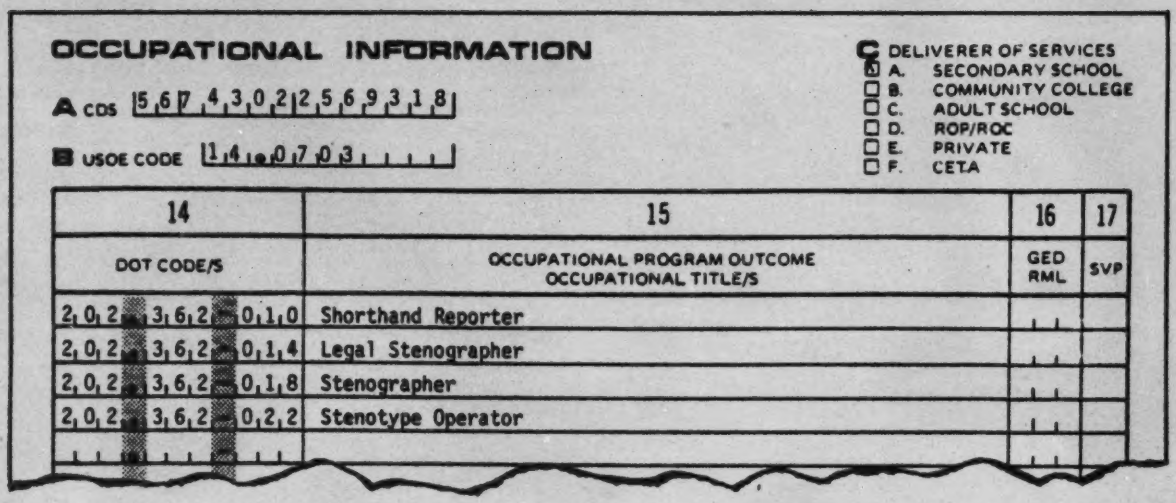
Enter the appropriate USOE code as defined under Step Three.

Step Twenty-One All Users

Columns 14 and 14 DOT Codes and Occupational Titles:

Enter from the Dictionary of Occupational Titles (Third or Fourth Edition) the occupational titles(s) and corresponding code(s) for which the program is designed to train. This section of the Program/Course Inventory Form is used to define the USOE program in terms of its specific occupational objectives. The United States Office of Education published Vocational Education and Occupations OE-80061 and the California Manpower Management Information System Cross-Code Index, (Third Edition), Volume II defines vocational training programs in terms of occupations which have relationships to specific USOE training programs. The occupational titles and codes listed in the above publications reflect those occupations that might result from training. The purpose of this portion of the inventory is to have the deliverer of services select the most appropriate occupational titles and codes for which their training programs provide entry-level skills.

FIGURE D



Step Twenty-Two All Users

Columns 16 and 17 GED and SVP:

Enter the "General Education Development" (GED) code and "Specific Vocational Preparation" (SVP) code assigned to each Third Edition DOT code and title listed in columns 14 and 15.* The GED code is a three-digit code which designates the amount of general education and/or life experience necessary for satisfactory performance of any given job. (R) indicates reasoning development, (M) identifies mathematics development, and (L) identifies language development.

The SVP code relates to a span of time required to learn the techniques, develop the facilities, and acquire the necessary information for average performance in a specific job.

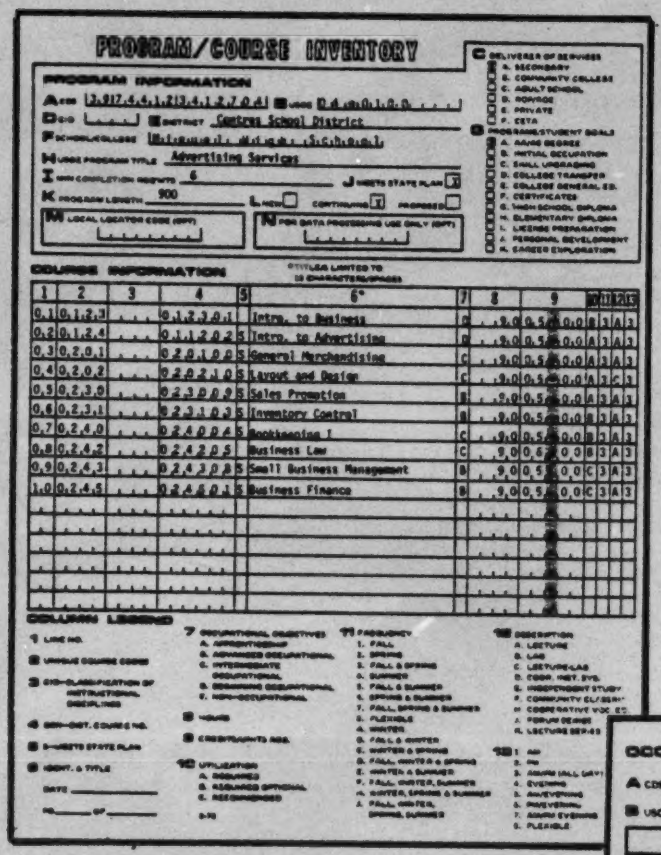
Note: The Fourth Edition Dictionary of Occupational Titles (DOT) does not contain listings of GED and SVP. Those will be published in a supplement on a date to be announced.

Both the GED and SVP codes for Third Edition DOT occupational listings are further defined in the California Manpower Management Information System Cross-Code Index, Volume I.

EXAMPLES

Examples of the Completed PCI Forms for Secondary Schools

SIDE 1



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A AREA 3,9,1,7,4,4,1,2,1,3,4,1,2,7,0,4 B USOE 0,4,0,0,1,0,0,0

C DIST Centra School District

F SCHOOL/COLLEGE

H USOE PROGRAM TITLE Advertising Services

I MIN COMPLETION REQMTS 6 J MEETS STATE PLAN X

K PROGRAM LENGTH 900 L NEW CONTINUING X PROPOSED

M LOCAL LOCATOR CODE (OPT)

N FOR DATA PROCESSING USE ONLY (OPT)

C DELIVERER OF SERVICES
A. SECONDARY
B. COMMUNITY COLLEGE
C. ADULT SCHOOL
D. ROP/ROC
E. PRIVATE
F. CETA

D PROGRAM/STUDENT GOALS
A. AA/AS DEGREE
B. INITIAL OCCUPATION
C. SKILL UPGRADING
D. COLLEGE TRANSFER
E. COLLEGE GENERAL ED.
F. CERTIFICATES
G. HIGH SCHOOL DIPLOMA
H. ELEMENTARY DIPLOMA
I. LICENSE PREPARATION
J. PERSONAL DEVELOPMENT
K. CAREER EXPLORATION

COURSE INFORMATION

1	2	3	4	5	6*	7	8	9	10	11	12	13
0.1	0.1.2.3	. . .	0.1.2.3.0.1	5	Intro. to Business	C	.9.0	0.5	0.0	B	1	A 1
0.2	0.1.2.4	. . .	0.1.1.2.0.2	5	Intro. to Advertising	D	.9.0	0.5	0.0	A	1	A 1
0.3	0.2.0.1	. . .	0.2.0.1.0.0	5	General Merchandising	C	.9.0	0.5	0.0	A	3	A 3
0.4	0.2.0.2	. . .	0.2.0.2.1.0	5	Layout and Design	C	.9.0	0.5	0.0	A	3	C 3
0.5	0.2.3.0	. . .	0.2.3.0.0.9	5	Sales Promotion	B	.9.0	0.5	0.0	A	3	A 3
0.6	0.2.3.1	. . .	0.2.3.1.0.3	5	Inventory Control	B	.9.0	0.5	0.0	B	3	A 3
0.7	0.2.4.0	. . .	0.2.4.0.0.4	5	Bookkeeping I	C	.9.0	0.5	0.0	B	3	A 3
0.8	0.2.4.2	. . .	0.2.4.2.0.5		Business Law	C	.9.0	0.5	0.0	B	3	A 3
0.9	0.2.4.3	. . .	0.2.4.3.0.8	5	Small Business Management	B	.9.0	0.5	0.0	C	3	A 3
1.0	0.2.4.5	. . .	0.2.4.6.0.1	5	Business Finance	B	.9.0	0.5	0.0	C	3	A 3

COLUMN LEGEND

1 LINE NO.
2 LOCALLY COURSE CODE
3 CIP-CLASSIFICATION OF INSTRUCTIONAL DISCIPLINES
4 USOE-DOT. COURSE NO.
5 X-MEETS STATE PLAN
6 IDENT. & TITLE
DATE
PG. OF

7 OCCUPATIONAL OBJECTIVES
A. APPRENTICESHIP
B. ADVANCED OCCUPATIONAL
C. INTERMEDIATE OCCUPATIONAL
D. BEGINNING OCCUPATIONAL
E. NON-OCCUPATIONAL

8 HOURS
9 CREDIT/UNITS ARE

10 UTILIZATION
A. REQUIRED
B. REQUIRED OPTIONAL
C. ELECTIVE

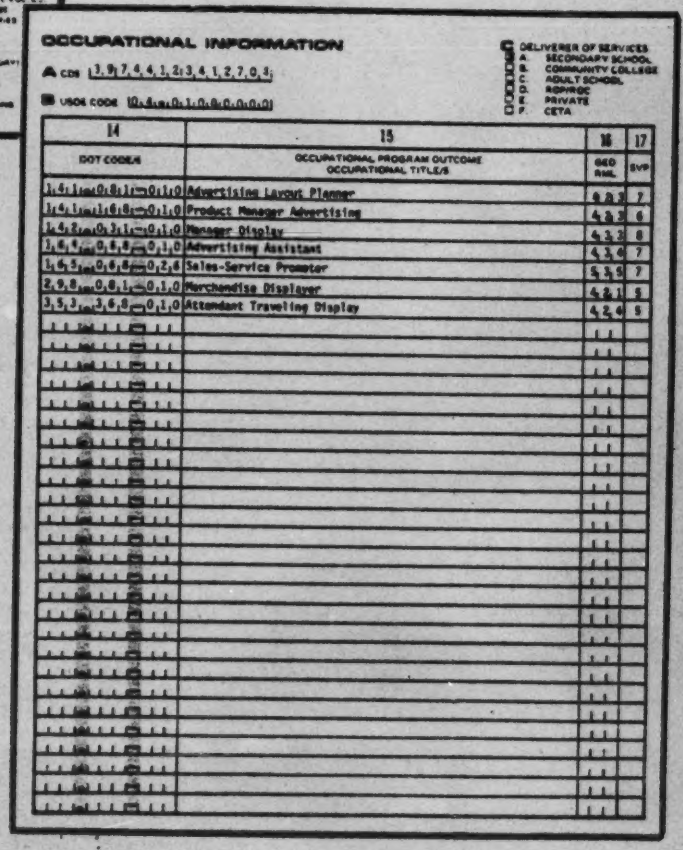
11 FREQUENCY
1. FALL
2. SPRING
3. FALL & SPRING
4. SUMMER
5. FALL & SUMMER
6. SPRING & SUMMER
7. FALL, SPRING & SUMMER
8. FLEXIBLE
A. WINTER
B. FALL & WINTER
C. WINTER & SPRING
D. FALL, WINTER & SPRING
E. WINTER & SUMMER
F. FALL, WINTER, SUMMER
G. WINTER, SPRING & SUMMER
J. FALL, WINTER, SPRING, SUMMER

12 DESCRIPTION
A. LECTURE
B. LAB
C. LECTURE-LAB
D. COOP. INST. SYS.
E. INDEPENDENT STUDY
F. COMMUNITY EX/SEM
H. COOPERATIVE VOC ED
J. FORUM SEMINAR
K. LECTURE SEM-ES

13 DAY
1. AM
2. PM
3. ANYTIME (ALL DAY)
4. EVENING
5. AM/EVENING
6. PM/EVENING
7. ANYTIME EVENING
8. FLEXIBLE

The adjacent example of Side 1 of the PCI reflects information pertinent to the deliverer of the USOE program and the content and structure of the program.

SIDE 2



OCCUPATIONAL INFORMATION

A CIS 3,9,7,4,4,1,2,1,3,4,1,2,7,0,4

B USOE CODE 0,4,0,0,1,0,0,0,0,0,0,0

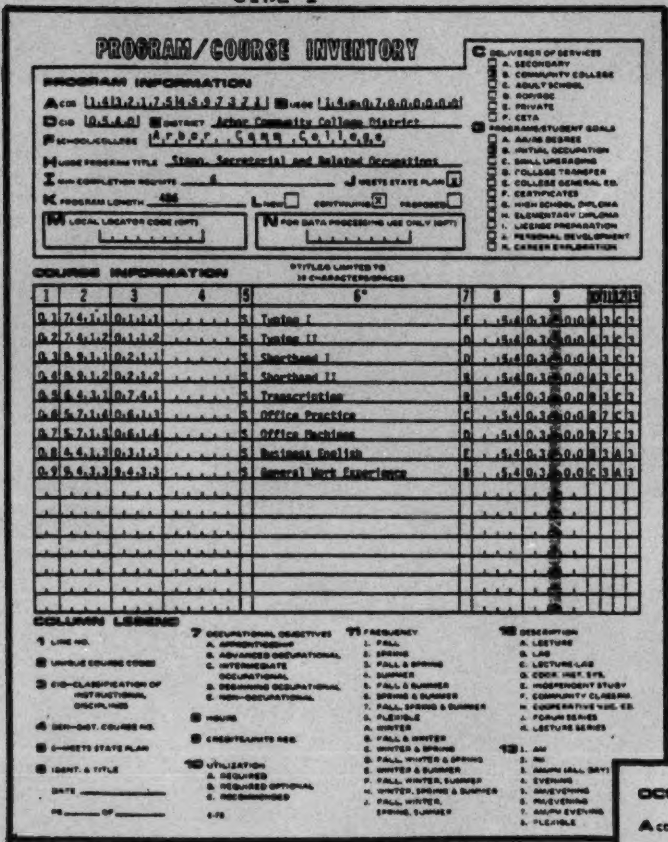
C DELIVERER OF SERVICES
A. SECONDARY SCHOOL
B. COMMUNITY COLLEGE
C. ADULT SCHOOL
D. ROP/ROC
E. PRIVATE
F. CETA

14	15	16	17
DOT CODE/S	OCCUPATIONAL PROGRAM OUTCOME OCCUPATIONAL TITLE/S	GED MATH	SVP
1,4,1,0,0,8,1,0,0,1,0	Advertising Layout Planner	4,2,3	7
1,4,1,0,0,1,6,8,0,1,0	Product Manager Advertising	4,2,3	6
1,4,2,0,0,3,1,0,0,1,0	Manager Display	4,3,3	8
1,4,4,0,0,8,8,0,0,1,0	Advertising Assistant	4,3,4	7
1,4,5,0,0,6,8,0,0,2,4	Sales-Service Promoter	5,3,5	7
2,9,8,0,0,8,1,0,0,1,0	Merchandise Displayer	4,2,1	5
3,5,3,0,0,3,6,8,0,1,0	Attendant Traveling Display	4,2,4	5

Side 2 of the PCI displays information pertinent to the occupational objectives of the USOE program described on Side 1 of the PCI.

Example of the Completed PCI Form for Community Colleges

SIDE 1



PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A CDS 1,4,1,2,1,7,5,4,5,9,7,3,7,1 B USOE 1,4,0,7,0,0,0,0,0,0

D CID 0,5,4,0 E DISTRICT Arbor Community College District

F SCHOOL/COLLEGE Arbor Comm College

H USOE PROGRAM TITLE Steno, Secretarial and Related Occupations

I MIN COMPLETION REQUIRTS 6 J MEETS STATE PLAN [X]

K PROGRAM LENGTH 486 L NEW [ ] CONTINUING [X] PROPOSED [ ]

M LOCAL LOCATOR CODE (OPT) N FOR DATA PROCESSING USE ONLY (OPT)

C DELIVERER OF SERVICES: A. SECONDARY; B. COMMUNITY COLLEGE; C. ADULT SCHOOL; D. ROP/ROC; E. PRIVATE; F. CETA

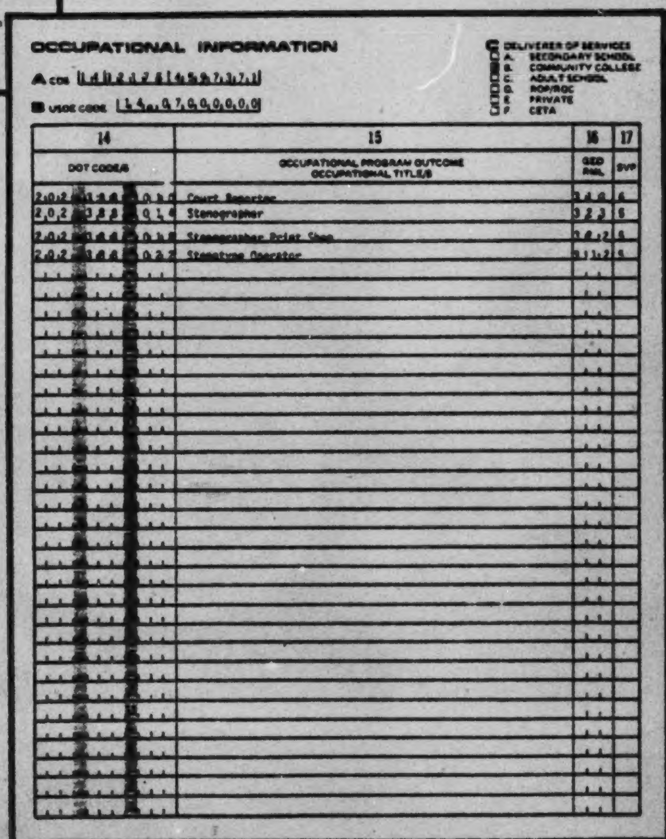
G PROGRAM/STUDENT GOALS: A. AA/AS DEGREE; B. INITIAL OCCUPATION; C. SKILL UPGRADING; D. COLLEGE TRANSFER; E. COLLEGE GENERAL ED.; F. CERTIFICATES; G. HIGH SCHOOL DIPLOMA; H. ELEMENTARY DIPLOMA; I. LICENSE PREPARATION; J. PERSONAL DEVELOPMENT; K. CAREER EXPLORATION

COURSE INFORMATION

*TITLES LIMITED TO 30 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10	11	12	13
01	7411	0111		S	Typing I	E	54	03 00	A	3	C	3
02	7412	0112		S	Typing II	D	54	03 00	A	3	C	3
03	8911	0211		S	Shorthand I	D	54	03 00	A	3	C	3
04	8912	0212		S	Shorthand II	B	54	03 00	A	3	C	3
05	6431	0741		S	Transcription	B	54	03 00	B	3	C	3
06	5714	0613		S	Office Practice	C	54	03 00	B	7	C	3
07	5715	0614		S	Office Machines	D	54	03 00	B	7	C	3
08	4413	0313		S	Business English	E	54	03 00	B	3	A	3
09	5433	9433		S	General Work Experience	B	54	03 00	C	3	A	3

COLUMN LEGEND



OCCUPATIONAL INFORMATION

A CDS 1,4,1,2,1,7,8,4,5,9,7,3,7,1

B USOE CODE 1,4,0,7,0,0,0,0,0,0

C DELIVERER OF SERVICES: A. SECONDARY SCHOOL; B. COMMUNITY COLLEGE; C. ADULT SCHOOL; D. ROP/ROC; E. PRIVATE; F. CETA

14 DOT CODE/S	15 OCCUPATIONAL PROGRAM OUTCOME OCCUPATIONAL TITLE/S	16 GED RML	17 SVP
202 [illegible] 010	Court Reporter	3 4 4	6
202 388 014	Stenographer	3 2 3	5
202 [illegible] 018	Stenographer Print Shop	3 4 2	5
202 [illegible] 022	Stenotype Operator	3 1 2	5

Completion of sides 1 and 2 of the PCI will address the needs and reporting requirements of numerous deliverers of service and provide the quality and consistancy of the training required by students enrolled in vocational education programs.

ATTACHMENT A

ROP/C CENTER/DISTRICT/SCHOOL DIRECTORY

County	District	School	Name	City
01	74005	0195016	Amador Valley-Livermore Valley ROP	Pleasanton
01	74013	0195024	Eden Area Vocational Program	San Lorenzo
01	74021	0195032	Fremont-Newark ROC	Fremont
01	74039	0195040	Oakland-Emery-Piedmont ROC	Oakland
01	74187	0195057	Hayward/Newhaven ROP	Hayward
04	74682	0490011	Butte County ROP	Oroville
07	74344	0790022	Contra Costa County ROP	Pleasant Hill
08	74351	0890012	Del Norte County ROP	Crescent City
09	74377	0990010	El Dorado County ROP	Placerville
10	74153	1095017	Valley ROP	Parlier
10	74237	1090018	West San Joaquin ROP	Riverdale
10	74260	1095025	Fresno Metropolitan ROP/C	Fresno
11	74385	1190016	Glenn County ROP	Willows
12	74393	1290014	Humboldt County ROP	Eureka
13	74401	1390012	Imperial County ROP	El Centro
14	74070	1495019	Inyo County ROP	Independence
15	74161	1595016	West Side ROP	Taft
15	74286	1595024	ROC of Kern	Bakersfield
15	74369	1595032	Eastern Kern ROP	California City
16	74708	1690015	Kings County ROP	Hanford
17	74419	1790013	Lake County ROP	Lakeport
19	20198	9005489	Los Angeles Job Corp Center	Los Angeles
19	64733	1931849	Regional Occupational Program Center	Los Angeles
19	74088	1995018	La Puente Valley ROP	La Puente
19	74096	1995026	Southeast Los Angeles Co. ROP	Norwalk
19	74195	1995034	East San Gabriel ROP	West Covina
19	74245	1995042	Mt. Wilson ROP	Pasadena
19	74328	1995059	Tri-Cities ROP	Whittier
19	74336	1995067	Southern California ROC	Torrance
19	74427	1995075	Long Beach Unified School Dist. ROP	Long Beach
19	74435	1995083	Los Angeles City Unified School District ROC/P	Los Angeles
19	74443	1995091	Los Angeles County ROP	Downey
20	74203	2095016	Madera-Chowchilla ROP	Madera
20	74641	2095032	Madera County ROP	Madera

County	District	School	Name	City
21	74047	2195014	Marin Career Education Program	Corte Madera
21	74658	2190064	Marin County ROP	Corte Madera
23	74468	2390011	Mendocino County ROC/P	Ukiah
24	74476	2490019	Merced County ROP	Merced
25	74450	2590016	Modoc County ROP	Alturas
27	74054	2795011	Salinas-Gonzales-Monterrey ROP	Salinas
28	74484	2890010	Napa County ROP	Napa
30	74104	3095015	North Orange County ROP	Anaheim
30	74112	3095023	Capistrano-Laguna ROP	San Juan Capistrano
30	74120	3095031	Coastline ROP	Costa Mesa
30	74252	3095049	Central County ROP	East Orange
32	74278	3290012	Lassen-Plumas-Sierra County ROP	Quincy
33	74146	3395019	San Jacinto-Moreno ROP	Hemet
33	74492	3390028	Riverside County ROP (RIVCO)	Riverside
34	74229	3495017	Calif. Adv. Council on Voc. Ed.	Sacramento
34	74500	3490018	Sacramento County ROP	Sacramento
35	74666	3590023	Santa Clara-South County ROP	Gilroy
36	74138	3695012	Colton-Redlands-Yucaipa ROC	Redlands
36	74211	3695020	Baldy View ROP	Claremont
36	74518	3690047	San Bernardino County ROP	San Bernardino
38	74534	3890019	San Francisco County ROP	San Francisco
39	74542	3990033	San Joaquin County ROP	Stockton
40	74724	4090007	San Luis Obispo County ROP	San Luis Obispo
41	74559	4190013	San Mateo County ROP	Burlingame
43	69666	4337184	San Jose Regional Voc. Center	San Jose
43	74062	4395026	Fremont Regional Occ. Center	Sunnyvale
43	74294	4395018	San Jose Regional Voc. Center	San Jose
43	74302	4395034	Santa Clara County ROP	Sunnyvale
44	74575	4490017	Santa Cruz County ROP	Santa Cruz
45	74583	4590014	Shasta County ROP	Redding
47	74690	4790010	Siskiyou County ROP	Yreka
48	74674	4891529	Solano County ROP	Fairfield
49	74591	4990040	Sonoma County ROP	Santa Rose
50	74609	5090014	Stanislaus County ROP	Modesto
51	74633	5190012	Tri-County ROP	Yuba City

County	District	School	Name	City
52	74310	5295019	Tehama County ROP	Red Bluff
54	74179	5495015	Tulare Co. Organization for Voc. Ed.	Visalia
57	74625	5790019	Yolo County ROP	Woodland

If a CDS code for your educational facility has not been assigned, contact:

CDS Classification System
Bureau of Publications
State Department of Education
721 Capitol Mall
Sacramento, CA 95814

APPENDIX B

Student/Course Inventory

STUDENT/COURSE INVENTORY
EXPLANATION AND INSTRUCTIONAL MANUAL

A Publication of

The Ventura County Superintendent of Schools Office
Special Projects Unit

September 1979

THE STUDENT/COURSE INVENTORY

The vocational education Student/Course Inventory form has been designed to assist schools/colleges in identifying, collecting and documenting a major portion of a student data base that will be essential in establishing the "Student Accounting System." A student accounting system, as it relates to vocational education, is a process to track and access the flow of students through vocational training programs. The Student/Course Inventory form, in conjunction with an inventory of programs/courses and uniform definitions for program enrollees and completers, can provide the means to collect data needed by counselors, planners, administrators and other school/district personnel to assist in providing quality vocational education to students.

The instructions that follow are a suggested step-by-step procedure for completing the Student/Course Inventory. As users become familiar with the form, they may wish to make modifications to meet the unique needs of their Local Educational Agency (LEA). Definitions have been incorporated into the instructions for clarification.

NOTE: Parts of this form require the capacity for annual updating. These items have been identified in the instructions for completing the inventory form.

INSTRUCTIONS

ITEMS 1, 2, and 3 - County, District, School (CDS) Codes (limited to 14 positions)

Enter the appropriate county, district, and school code. These codes can be obtained from the California Schools Directory. CDS codes for ROP/Cs have been provided in Attachment A of this publication.

ITEM 4 - Student Name

Enter the student's name.

ITEM 5 - Sex

Indicate the student's sex by making an "X" in the appropriate box

ITEMS 6 and 7 - Student's Permanent Address and Telephone

Enter the student's permanent address and telephone number (this should be the parent's address if student is expected to be transitional).

ITEM 8 - Student Number (limited to 11 positions)

Enter a unique student number. If a unique code does not currently exist, one should be created (the student's social security number may be appropriate).

ITEM 9 - Birth Date

Enter the student's birth date.

ITEM 10 - Grade Level (requires annual updating)

Enter the student's present grade level (7, 8, 9, 10, 11, 12, CC-Community College, Ad.-Adult)

ITEM 11 - Racial/Ethnic Designation

Indicate the student's racial/ethnic designation by placing an "X" in the appropriate box. If a student refuses to identify his or her race/ethnicity, use instructional identification.

Definitions:

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands, except the Philippine Islands. These areas include, for example, China, Japan, Korea, Somoa, India and Vietnam.

Black, not of Hispanic Origin - A person having origins in any of the black racial groups of Africa.

Hispanic - A person of Mexican, Pureto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Filipino - A person having origins in any of the original peoples of the Philippines.

White, not of Hispanic Origin - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Non-White Alien - A person who is not a citizen of the United States and who is in the country on a temporary basis and does not have the right to remain indefinitely.

ITEMS 12, 13 and 14 - Handicapped, of Limited English Speaking Ability, Disadvantaged (to be updated when applicable)

Make an "X" in the appropriate box(s) to indicate if the student is handicapped, of Limited English Speaking Ability (LESA), and/or disadvantaged, WHETHER OR NOT SPECIAL SERVICES ARE BEING PROVIDED BY VOCATIONAL EDUCATION OR ARE NEEDED TO SUCCEED IN THE VOCATIONAL EDUCATION PROGRAM. Also, make an "X" on the appropriate line to indicate the type of handicap or disadvantagement the student has. A person should be reported in each category for which he/she has a special need. For example, if a person has all three special needs, he/she is reported in handicapped, LESA and disadvantaged. Place an "S" next to the "X" if the student has received special services or participated in a separate specialized vocational program which has been supported entirely or in part with PL 94-482 and PL 95-40 and/or appropriate non-Federal matching funds.

Definitions:

Handicapped* refers to a person who is:

(1) Mentally Retarded
(2) Hard-of-Hearing
(3) Deaf
(4) Speech Impaired
(5) Visually Handicapped
(6) Seriously Emotionally Disturbed
(7) Orthopedically Impaired
(8) Other Health Impaired
(9) Deaf/Blind
(10) Multi-handicapped
(11) Specific Learning Disability

At the secondary level, handicapped persons are those enrolled in vocational education programs who have an Individualized Education Plan (IEP) as prescribed under PL 94-142. At the postsecondary level, a handicapped person is someone who has a physical or mental impairment. Substantive evidence of a handicapping condition must be on file either from medical records or, when appropriate, by psychological (and/or physicological) diagnoses.

Limited English Speaking Ability (LESA) refers to any member of a national-origin minority group who does not speak or understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English. Some examples of national origin minorities are persons of Spanish, Chinese, or Italian heritage. Operationally, enrollment in English for a second language can be utilized as one means to identify LESA status. Subsequent evidence of a LESA condition must be kept on file.

Disadvantaged refers to persons (other than handicapped) who meet the following definitions:

"Economically disadvantaged" refers to any of the following:

(1) family income is at, or below, national poverty level;

(2) participant, parent(s) or guardian of the participant is unemployed;

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* See Attachment B for definitions of conditions.

(3) participant or parent of participant is recipient of public assistance; or

(4) participant is institutionalized or under State guardianship.

Operationally, economically disadvantaged may be determined at the secondary level by identifying those students who are participating in a free or reduced lunch program, AFDC (Aid to Families with Dependent Children) program or work-study program. At the postsecondary level, they can be identified from records of Basic Educational Opportunity Grants (BEOG) or similar financial aid or work study programs.

"Academically disadvantaged" refers to persons who:

(1) lack reading and writing skills;

(2) lack mathematical skills; and/or

(3) perform below grade level.

Operationally, academically disadvantaged may be determined at the secondary level by identifying those students enrolled in remedial programs or performing below grade level on standardized tests or failing a grade. For the postsecondary level, academic disadvantage may be determined by reporting students enrolled in remedial instruction or on academic probation. Substantive evidence of disadvantagement shall be kept on file.

ITEM 15 - Instructional Setting (To be completed for each handicapped, LESA, and/or disadvantaged student. To be updated when applicable.)

By making an "X" on the appropriate line, indicate the type of instructional setting in which the student is enrolled, i.e., mainstream/no support, mainstream/support from VEA funds, or separate. Report each student only once.

Definitions:

Mainstream/No Support Program is one that is conducted in an integrated setting, i.e., with students having special needs and students not having special needs together. A student having special needs should

be reported in a mainstream-no support program if that student experiences full participation in a mainstream vocational education program where no additional VEA funds are provided to assist the student.

Mainstream/Support Program is one that is conducted in an integrated setting, i.e., with students having special needs and students not having special needs together. A student having special needs should be reported in a mainstream-support program if that student experiences full participation in a mainstream vocational education program where ADDED SUPPORT SERVICES ARE PROVIDED BY VEA FUNDS TO ASSIST THE STUDENT.

Separate Program refers to a program in which the person with special needs is enrolled at a regular or separate institution in a vocational education program where the enrollment is limited to handicapped, disadvantaged or Limited English Speaking Ability persons. Also include other vocational education program activities provided for these students in hospitals or at the student's home.

For mainstream/support and separate, report persons with special needs who meet the requirements under the law for the three special needs categories (handicapped, LESA and disadvantaged) who by reason thereof:

(1) requires and receives special education assistance and related servcies, and

(2) cannot succeed in the regular vocational education program without special educational assistance, or

(3) require a modified vocational education program.

The term "special educational assistance" includes specially designed instruction, teachers' aides to support classroom or lab instruction, taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions, as well as, facility modifications.

The term "related services" includes transportation and such developmental, corrective and other supportive services as are required to assist a handicapped person benefit from the vocational education program; such services include speech pathology and audiology, psychological services, physical and occupational therapy, recreation counseling services, and medical services for diagnostic or evaluation purpeses.

ITEM 16 - Date Left Educational Entity

Enter the month, year, and known condition in which the student left the educational entity. If the student is still enrolled, leave blank.

Definitions:

Graduated - has fulfilled all the necessary requirements to graduate from the educational entity.

Student Withdrew - refers to a person who leaves the educational entity before fulfilling the necessary requirements to graduate.

Transferred - refers to a person who transferred to another institution. Documentation of all transfers must be kept on file.

Unknown - self explanatory.

ITEM 17 - Date A.A. Degree Granted (community college use only)

Date A.A. Degree Granted - Enter the month and year if the student was granted an A.A. degree.

ITEM 18 - Date Certificate or Other Formal Award Granted (community college use only)

Date Certificate Granted - Enter the month and year if the student was granted a certificate or other formal award for completing a program.

ITEM 19 - Vocational Education Courses; Presently Enrolled/Have Completed (to be updated biannually and annually)

A and B - Course Code and Course Title:

Enter the course title and identifier codes for all course work for which the student has completed and/or is currently enrolled. The identifier course code should be unique to one and only one course and should remain with the course permanently. The code should also be consistent with all other data files on which the course appears, i.e., PCI.

C - Grade Level (limited to two positions):

Enter the grade level (7, 8, 9, 10, 11, 12, CC, Ad.) in which the student was enrolled when he/she participated in the course.

D and E - Units/Credits Earned (limited to 4 positions) and Month/Year Completed (limited to 3 positions):

Enter the number of units/credits that the student has received for the course and the month/year in which the course was successfully completed. If the student is currently enrolled, leave both spaces blank until the student has successfully completed the course(s).

F - Grade Earned (limited to 1 position):

Indicate the grade received for completing the course(s). If the student is currently enrolled, leave blank until course is completed.

ITEMS 20 and 21 - Program Involvement

To be completed as a final step while performing the "Student Accounting System."

Definitions:

Primary Program Involvement - the program in which the student has completed the most contact hours.

Secondary Program Involvement - the program in which the student has completed the lesser number of contact hours.

ATTACHMENT A

ATTACHMENT A

ROP/C CENTER/DISTRICT/SCHOOL DIRECTORY

County	District	School	Name	City
01	74005	0195016	Amador Valley-Livermore Valley ROP	Pleasanton
01	74013	0195024	Eden Area Vocational Program	San Lorenzo
01	74021	0195032	Fremont-Newark ROC	Fremont
01	74039	0195040	Oakland-Emery-Piedmont ROC	Oakland
01	74187	0195057	Hayward/Newhaven ROP	Hayward
04	74682	0490011	Butte County ROP	Oroville
07	74344	0790022	Contra Costa County ROP	Pleasant Hill
08	74351	0890012	Del Norte County ROP	Crescent City
09	74377	0990010	El Dorado County ROP	Placerville
10	74153	1095017	Valley ROP	Parlier
10	74237	1090018	West San Joaquin ROP	Riverdale
10	74260	1095025	Fresno Metropolitan ROP/C	Fresno
11	74385	1190016	Glenn County ROP	Willows
12	74393	1290014	Humboldt County ROP	Eureka
13	74401	1390012	Imperial County ROP	El Centro
14	74070	1495019	Inyo County ROP	Independence
15	74161	1595016	West Side ROP	Taft
15	74286	1595024	ROC of Kern	Bakersfield
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17	74419	1790013	Lake County ROP	Lakeport
19	20198	9005489	Los Angeles Job Corp Center	Los Angeles
19	64733	1931849	Regional Occupational Program Center	Los Angeles
19	74088	1995018	La Puente Valley ROP	La Puente
19	74096	1995026	Southeast Los Angeles Co. ROP	Norwalk
19	74195	1995034	East San Gabriel ROP	West Covina
19	74245	1995042	Mt. Wilson ROP	Pasadena
19	74328	1995059	Tri-Cities ROP	Whittier
19	74336	1995067	Southern California ROC	Torrance
19	74427	1995075	Long Beach Unified School Dist. ROP	Long Beach
19	74435	1995083	Los Angeles City Unified School District ROC/P	Los Angeles
19	74443	1995091	Los Angeles County ROP	Downey
20	74203	2095016	Madera-Chowchilla ROP	Madera
20	74641	2095032	Madera County ROP	Madera

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25	74450	2590016	Modoc County ROP	Alturas
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28	74484	2890010	Napa County ROP	Napa
30	74104	3095015	North Orange County ROP	Anaheim
30	74112	3095023	Capistrano-Laguna ROP	San Juan Capistrano
30	74120	3095031	Coastline ROP	Costa Mesa
30	74252	3095049	Central County ROP	East Orange
32	74278	3290012	Lassen-Plumas-Sierra County ROP	Quincy
33	74146	3395019	San Jacinto-Moreno ROP	Hemet
33	74492	3390028	Riverside County ROP (RIVCO)	Riverside
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36	74211	3695020	Baldy View ROP	Claremont
36	74518	3690047	San Bernardino County ROP	San Bernardino
38	74534	3890019	San Francisco County ROP	San Francisco
39	74542	3990033	San Joaquin County ROP	Stockton
40	74724	4090007	San Luis Obispo County ROP	San Luis Obispo
41	74559	4190013	San Mateo County ROP	Burlingame
43	69666	4337184	San Jose Regional Voc. Center	San Jose
43	74062	4395026	Fremont Regional Occ. Center	Sunnyvale
43	74294	4395018	San Jose Regional Voc. Center	San Jose
43	74302	4395034	Santa Clara County ROP	Sunnyvale
44	74575	4490017	Santa Cruz County ROP	Santa Cruz
45	74583	4590014	Shasta County ROP	Redding
47	74690	4790010	Siskiyou County ROP	Yreka
48	74674	4891529	Solano County ROP	Fairfield
49	74591	4990040	Sonoma County ROP	Santa Rose
50	74609	5090014	Stanislaus County ROP	Modesto
51	74633	5190012	Tri-County ROP	Yuba City

County	District	School	Name	City
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If a CDS code for your educational facility has not been assigned, contact:

CDS Classification System
Bureau of Publications
State Department of Education
721 Capitol Mall
Sacramento, CA 95814

ATTACHMENT B

ATTACHMENT B

HANDICAPPED DEFINITIONS

(From Federal Register, Vol. 42, No. 163, August 23, 1977)

HANDICAPPED students are reported in one of these 11 categories:

(1) MENTALLY RETARDED means significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period, which adversely affects a child's educational performance.

(2) HARD-OF-HEARING means a hearing impairment, whether permanent or fluctuating, which adversely affects a child's educational performance, but which is not included under the definition of "deaf" in this section.

(3) DEAF means a hearing impairment which is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, which adversely affects educational performance.

(4) SPEECH IMPAIRED means a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely affects a child's educational performance.

(5) VISUALLY HANDICAPPED means a visual impairment which, even with correction, adversely affects a child's educational performance. The term includes both partially seeing and blind children.

(6) EMOTIONALLY DISTURBED is defined as follows:

(a) The term means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects educational performance.

- o An inability to learn which cannot be explained by intellectual, sensory, or health factors
- o An inability to build or maintain satisfactory interpersonal relationships with peers and teachers

(Continued on next page)

- o Inappropriate types of behavior or feelings under normal circumstances
- o A general pervasive mood of unhappiness or depression
- o A tendency to develop physical symptons or fears associated with personal or school problems

(b) The term includes children who are schizophrenic or autistic. The term does NOT include children who are socially maladjusted, unless it is determined that they are seriously emotionally disturbed.

(7) ORTHOPEDIC HANDICAPPED means a severe orthopedic impairment which adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot, absence of some member, etc.), impairments caused by diseases (e.g., polio yelitis, bone tuberculosis, etc.), and impairments from other causes (e.g., cerebral palsy, amputations, fractures or burns which cause contractures).

(8) OTHER HEALTH IMPAIRED means limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, adversely affecting a child's educational performance.

(9) DEAF/BLIND means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational problems that they cannot be accommodated in special educational programs solely for deaf or blind children.

(10) MULTIHANDICAPPED means concomitant impairments (such as mentally retarded/blind, mentally retarded/orthopedically impaired, etc.), the combination of which causes such severe educational problems that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf/blind children.

(11) SPECIFIC LEARNING DISABILITY means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. The term includes such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does NOT include children who have learning problems which are primarily the result of visual, hearing, or motor handicaps, of mental retardation, or of environmental, cultural, or economic disadvantage.

APPENDIX C

Summary Reports

SUMMARY REPORTS

To broaden the range of usage of the data which results from implementing the "Student Accounting System," it is suggested that the following summary reports be developed. This is not intended to be an all inclusive list but to meet the most apparent needs of schools. Depending on the many local needs from such data, there are unlimited ways that the data could be presented.

TOTAL PROGRAM INVOLVEMENT SUMMARY

CDS Code _____ County Title _____ District _____

School/College _____

Student Activity in Vocational Education Programs for School Term Ending ____, 19__

USOE Program Code _____ USOE Program Title _____

Meets State Plan _____

USOE CODE AND TITLE

ETHNIC	SEX	PREREQUISITE							ENROLLMENTS							COMPLETIONS							LEAVE	TRANS	HNDCT	DISAD	LESA	COOP. VOC. ED.	VOC. ED. WORK EXPER.	APPRN
		Below 9	9	10	11	12	AD	Totals	Below 9	9	10	11	12	AD	Totals	Below 9	9	10	11	12	AD	Totals								
WHITE (except Hispanic)	M																													
	F																													
HISPANIC	M																													
	F																													
BLACK (except Hispanic)	M																													
	F																													
FILIPINO	M																													
	F																													
ASIAN or PACIFIC ISLANDER	M																													
	F																													
AMERICAN INDIAN/ ALASKAN NATIVE	M																													
	F																													
TOTALS																														

This report summarizes, by six-digit USOE sequence, the total number of students who had any involvement in a vocational education program (both primary and secondary involvement). This report provides a useful tool to review and evaluate the total vocational education utilization and involvement at a particular school and/or district.

These totals are arranged by ethnic classification. Two-digit USOE summaries should be placed following each major subject matter area, i.e., 01., 04., 07., etc. with a total of all subject matter areas at the end of the entire report.

Alternative titles and headings for attached report format.

PRIMARY PROGRAM INVOLVEMENT SUMMARY

CDS Code _____ County Title _____ District _____

School/College _____

Student Activity in Vocational Education Programs for School Term Ending ____, 19__

USOE Program Code _____ USOE Program Title _____

Meets State Plan _____

VSOE CODE AND TITLE

ETHNIC	SEX	PREREQUISITE							ENROLLMENTS							COMPLETIONS							LEAVE	TRANS	HANDI	DISAD	LESA	COOP. VOC. ED.	VOC. ED. WORK EXPER.	APPREN
		Below 9	9	10	11	12	AD	Totals	Below 9	9	10	11	12	AD	Totals	Below 9	9	10	11	12	AD	Totals								
WHITE (except Hispanic)	M																													
	F																													
HISPANIC	M																													
	F																													
BLACK (except Hispanic)	M																													
	F																													
FILIPINO	M																													
	F																													
ASIAN or PACIFIC ISLANDER	M																													
	F																													
AMERICAN INDIAN/ ALASKAN NATIVE	M																													
	F																													
TOTALS																														

This report summarizes, by six-digit USOE sequence, the total number of students who had only primary program involvement during the time period under examination. This produces an unduplicated count of vocational education students which is particularly useful for reporting purposes.

These totals are arranged by ethnic classification. Two-digit USOE summaries should be placed following each major subject matter area, i.e., 01., 04., 07., etc. with a total of all subject matter areas at the end of the entire report.

APPENDIX D

Documentation for Computerization

SYSTEM NARRATIVE

This system has been designed to assist in the computerization of the Student Accounting System, a process for tracking and assessing the flow of students through vocational education programs. It is specifically designed to produce two reports: (a) the Program Enrollment and Termination Report which provides data on individual students by program, i.e., ethnicity, gender, whether the student enrolled, completed or terminated the program and (b) the Program Summary Report which provides total enrollment and termination data by gender and ethnicity for each program.

The files described as input to this system indicate the minimum data requirements necessary to implement the system. These required elements should be available in the existing files of most school systems. The system has been designed to be readily adaptable for those files which differ in format from those described in this document. To provide ease of use by the most basic of computer systems, all files are processed sequentially; all sorts are shown as internal utility sorts and the most simplified processing possible is used. For more sophisticated computer systems, the processing of files and sorts can be adopted as needed.

The greatest value to be gained from this system documentation is the conversion of the manual processing logic to program logic. Care has been taken to follow the decision-making process provided in the manual system exactly so that results obtained by either the manual or computerized process will be consistent with one another.

The documentation provided includes: a system logic program; program narratives for each program, detailed program flowcharts for each program; file descriptions and layouts, report layouts and more detailed documentation for the more complex programs.

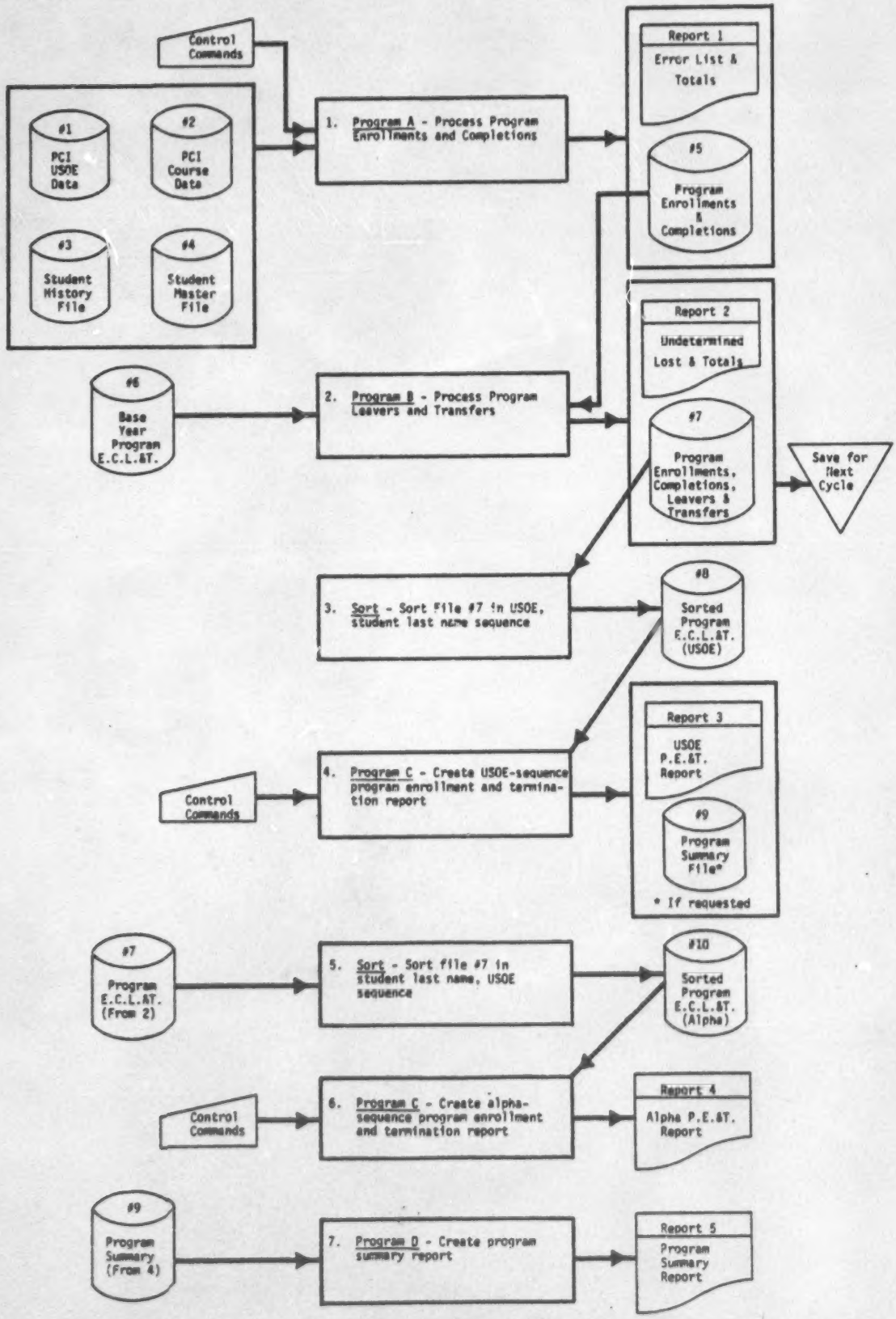
The system was designed from the viewpoint of a COBOL programmer and, as such, is most readily programmed in COBOL. However, any other language

which can handle three-level internal tables may be used following the same logic. Before writing the programs, the programmer should carefully study the tables needed and the sizes which will be required by the specific school system utilizing them to be sure that the computer can accommodate the program size necessary; if not, alternate processing methods will have to be used such as an internal direct access device.

It is important to note that the documentation provided herein is meant as a suggested method to aid in the computerization of the Student Accounting System. As users become familiar with the process, modifications may be necessary to meet the unique needs of the educational agency.

PROGRAM ENROLLMENT AND TERMINATION REPORTING

OVERALL SYSTEM LOGIC DIAGRAM


Control Commands
#1 PCI USOE Data
#2 PCI Course Data
#3 Student History File
#4 Student Master File
1. Program A - Process Program Enrollments and Completions
Report 1
Error List & Totals
#5 Program Enrollments & Completions
Report 2
Undetermined Lost & Totals
#6 Base Year Program E.C.L.&T.
2. Program B - Process Program Leavers and Transfers
#7 Program Enrollments, Completions, Leavers & Transfers
Save for Next Cycle
3. Sort - Sort File #7 in USOE, student last name sequence
#8 Sorted Program E.C.L.&T. (USOE)
Control Commands
4. Program C - Create USOE-sequence program enrollment and termination report
Report 3
USOE P.E.&T. Report
#9 Program Summary File*
* If requested
#7 Program E.C.L.&T. (From 2)
5. Sort - Sort file #7 in student last name, USOE sequence
#10 Sorted Program E.C.L.&T. (Alpha)
Control Commands
6. Program C - Create alpha-sequence program enrollment and termination report
Report 4
Alpha P.E.&T. Report
#9 Program Summary (From 4)
7. Program D - Create program summary report
Report 5
Program Summary Report

PROGRAM A: PROGRAM ENROLLMENTS AND COMPLETIONS

Program Narrative

This program processes enrollments and completions of vocational education programs. Files required are: Program Course Inventory-program file and course file; a student history file, updated with course information from the period (semester, year or quarter) to be processed; and the student master file from the period to be processed which must not have terminating students dropped off yet. (See file descriptions and layouts for further explanation.)

All processing in this program is done following the definitions in Section I and II of the manual process. Detailed routine narratives, program flowchart and overall program logic diagram follow showing complete details.

Program Routines: Program A

Routine 1.01 - Housekeeping

Open files No. 1 and No. 2 and report. Then get the control dates. This can be input through a terminal, control card or whatever method is standard. The dates should reflect the period to be reported; this may be a semester, quarter or year. Starting and ending dates should be entered. Dates should be checked for validity.

Routine 1.1 - Load PCI USOE File to Table I

Read all records from input file No. 1; load into Table I indexed by "a," for a maximum of 30 USOEs. If the file contains more than the maximum, print an error message and exit.

Routine 1.2 - Load PCI Course File to Table II

Read all records from input file No. 2; load into Table II indexed by "b," for a maximum of 400 courses. If the table overflows, print error message and exit.

Build links to USOE Table I linking all courses within a USOE together by storing indexes.

Routine 2 - Process Students

This is the main control for all students and processes for single-USOE students.

Read student history file and build Table III (routines 2.1, 2.2); if student is not involved in vocational education, go back to get another student.

If student is currently involved in multiple USOE programs, go to routine 4.

Determine level of student program involvement, build output record and write record (routine 3.4).

Routine 2.1 - Read Student History File

Read input file No. 3 and add to record counter.

Routine 2.2 - Load Table III

Accessing the course table on the student record in reverse order, thus getting the most recent courses first; search Table II for each course on the student record. Find all USOEs a course is associated with in Table II. For courses taken during period being reported, record data in Table III; for past courses, record links to Table II if the student was involved during the reporting period in the USOE(s) they are associated with.

Routine 2.3 - Build Table IV

Starting with Link 1(a) in Table I, follow indices through Table II to find all required courses for this USOE. Move each course number into Table IV. When no more courses exist for the USOE, fill remaining course numbers with 9s and switches with Xs.

Routine 3.3 - Compute Completer

After building Table IV (routine 2.3), loop through Link 4 of Table III totaling up number of A and B courses and flagging Table IV for all A courses completed. When courses are counted, check Table IV to see if all required courses are flagged. If so, compute number of required B courses and compare to total B. If required number of B courses have been taken, move 1 to completer in Table III.

Routine 3.4 - Finish/Write Output Record

Move all data needed from file No. 3 to output record No. 5. Read student matrix file No. 4, matching by student number. If not found, print an error message and flag on output record. If found, move handicapped, LESA, disadvantaged data to output record. Move USOE data from Table III to output record. Write record to file No. 5, add into record count.

Routine 4 - Process Student With Multiple Programs

First find primary involvement in 09.01 and 10.00 series programs (routine 4.1). Then find primary non-09.01 and 10.00 (routine 4.2). If student is enrolled in any non-09.01 and 10.00 programs (c1 not = 0), perform routine 3.3-compute completer for program of primary involvement.

If the student is involved in any programs on a prerequisite level (c2 not = 0), perform 3.3-compute completer - for primary prerequisite programs. If both prerequisite and enrollee programs are completed, move 2 to completer for the program with less hours.

Now, for all cases, perform routine 4.3 to determine if any secondary programs were completed looping through Table III to find all programs. Then perform routine 3.4 for each USOE, finishing and writing records; return to read another student (2.1).

Routine 4.1 - Determine Involvement in 09.01 and 10.00 Programs

Loop through Table III to find all USOEs in 09.01 and 10.00 series. As this is done, determine which program is primary involvement, moving 1 to enrollee for it and 2 to all others. At the end of this routine, C1 will be the index of the 09.01 or 10.00 program with primary involvement.

Routine 4.2 - Determine Primary Enrollee and Prerequisite Involvement non-09.01 or 10.00

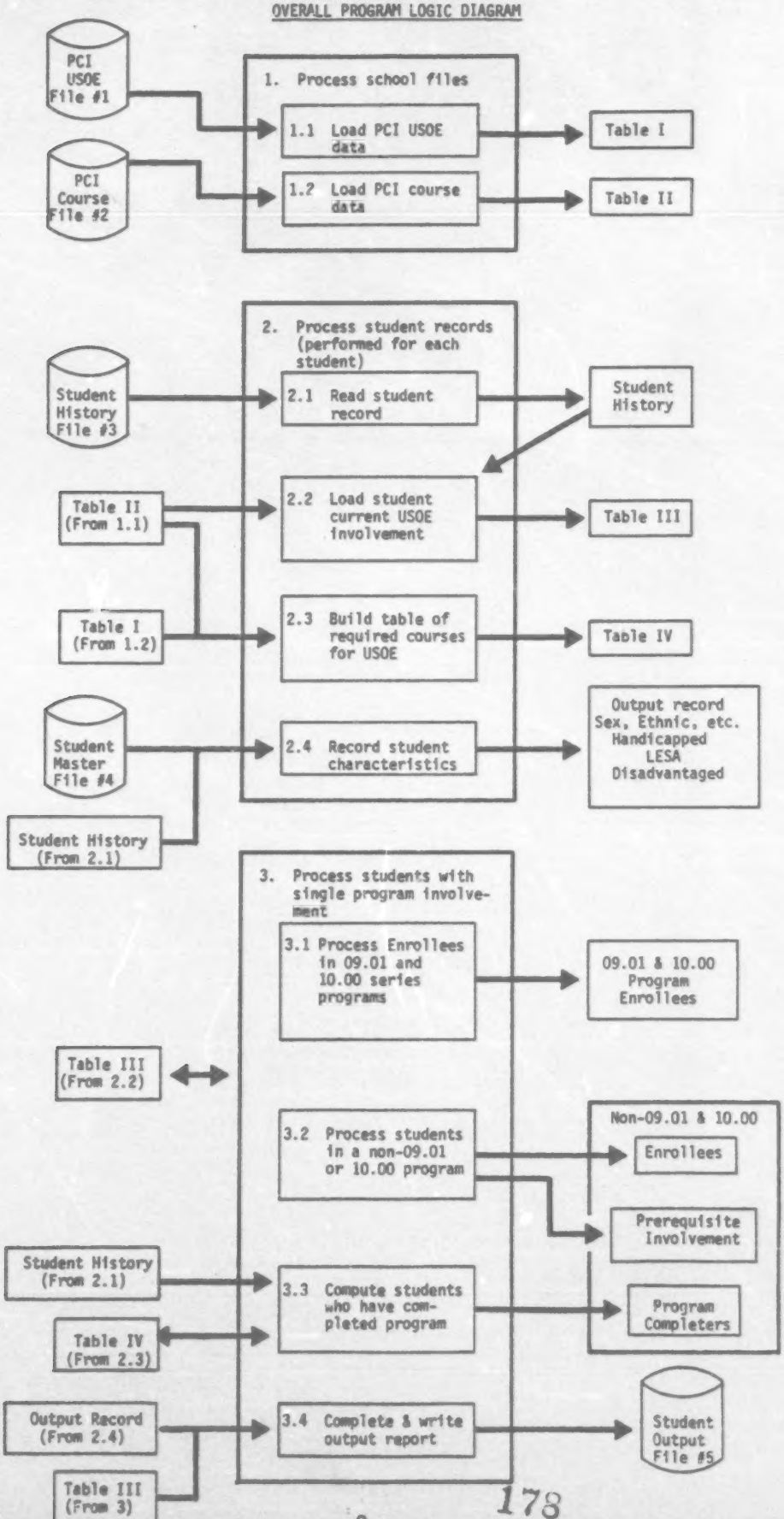
Loop through Table III, searching for all non-09.01 or 10.00 programs. When found, check whether involvement is a prerequisite or enrollee. In either case, check against last highest hours to find primary and secondary involvement, moving 2s to secondary programs. At the end of routine, c1 will be the index of primary enrollee and C2 will be the index of primary preprequisite. If C1 = zero, the student is not involved as an enrollee; if C2 = zero, the student is not involved in the prerequisite level.

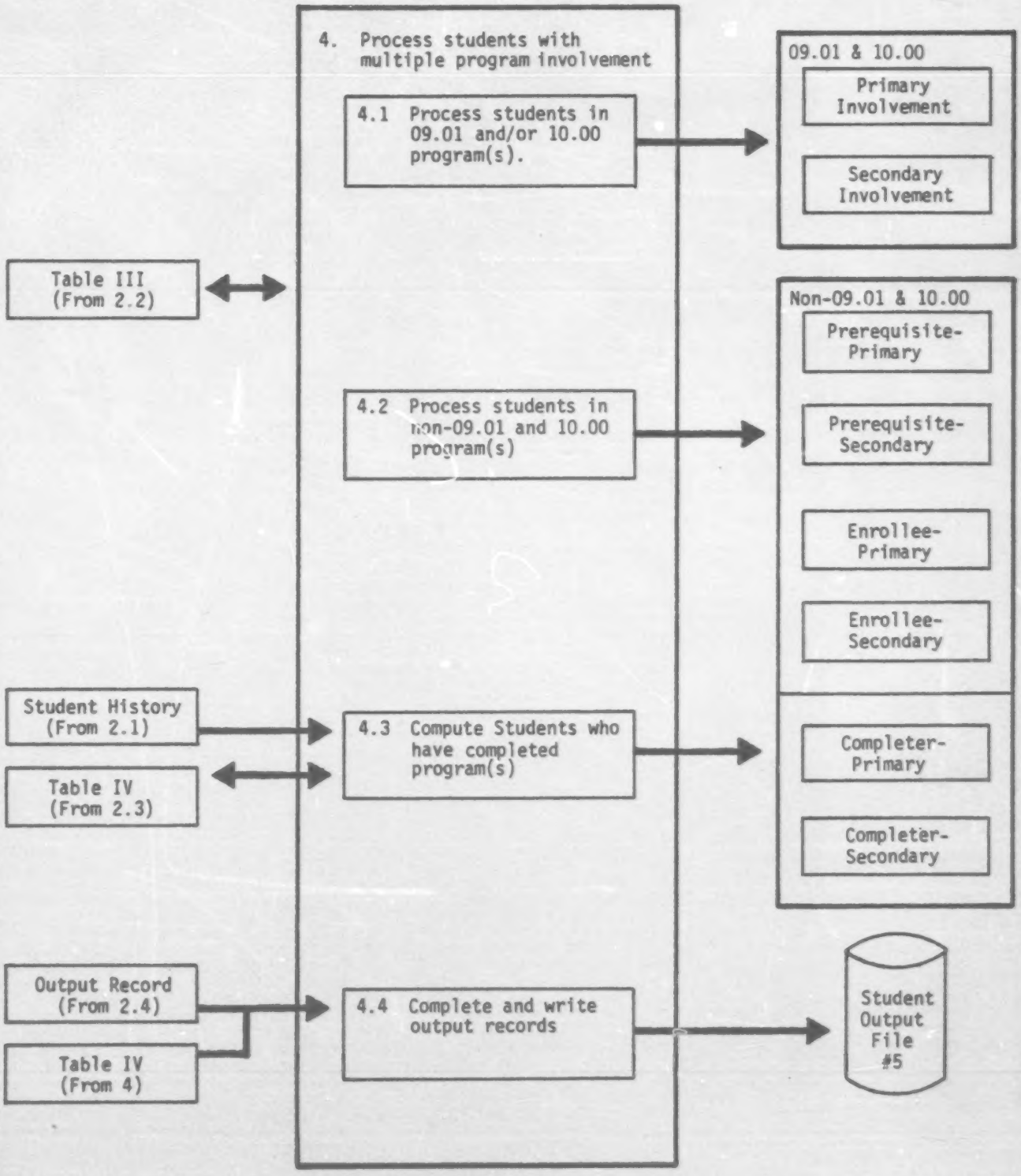
Routine 4.3 - Find Secondary Involvement Completers

Loop through Table III looking for all non-09.01 or 10.00 programs with secondary involvement as either an enrollee or prerequisite. Perform 3.3, compute completer, for each. If either the primary enrollee or primary prerequisite programs were completed, move 2 to completion for completed programs; otherwise, determine which completed program has the most hours, moving 1 to it and 2 to the rest of the completion field.

PROGRAM A - ENROLLEE PROCESSING

OVERALL PROGRAM LOGIC DIAGRAM


PCI USOE File #1
PCI Course File #2
1. Process school files
1.1 Load PCI USOE data
1.2 Load PCI course data
Table I
Table II
2. Process student records (performed for each student)
Student History File #3
2.1 Read student record
Student History
Table II (From 1.1)
2.2 Load student current USOE involvement
Table III
Table I (From 1.2)
2.3 Build table of required courses for USOE
Table IV
Student Master File #4
2.4 Record student characteristics
Output record Sex, Ethnic, etc. Handicapped LESA Disadvantaged
Student History (From 2.1)
3. Process students with single program involvement
3.1 Process Enrollees in 09.01 and 10.00 series programs
09.01 & 10.00 Program Enrollees
Table III (From 2.2)
3.2 Process students in a non-09.01 or 10.00 program
Non-09.01 & 10.00
Enrollees
Prerequisite Involvement
Student History (From 2.1)
3.3 Compute students who have completed program
Program Completers
Table IV (From 2.3)
Output Record (From 2.4)
3.4 Complete & write output report
Student Output File #5
Table III (From 3)


4. Process students with multiple program involvement
4.1 Process students in 09.01 and/or 10.00 program(s).
4.2 Process students in non-09.01 and 10.00 program(s)
4.3 Compute Students who have completed program(s)
4.4 Complete and write output records
Table III (From 2.2)
Student History (From 2.1)
Table IV (From 2.3)
Output Record (From 2.4)
Table IV (From 4)
09.01 & 10.00
Primary Involvement
Secondary Involvement
Non-09.01 & 10.00
Prerequisite-Primary
Prerequisite-Secondary
Enrollee-Primary
Enrollee-Secondary
Completer-Primary
Completer-Secondary
Student Output File #5

Description of Files Used - Program A

File 1 - PCI USOE Data

This file is taken from the PCI form (Program/Course Inventory). The fields shown are minimal; other fields may be used such as CDS, district, school, etc. if the file is used for more than one school within a district. If this is the case, the file should be in school-USOE sequence for running of this program.

File 2 - PCI Course Data

This file is taken from the bottom half of the PCI form. Again, more fields may be required for school identification. Course number used in this program is assumed to be field 4, District Course Number. For consistency in producing this report, these course numbers must not change from semester to semester.

File 3 - Student History File

This is an example of what a history file might look like. This file would be updated after each semester or year and would show all courses a student has taken. This contains most of the information on the SCI (Student Course Inventory) but some data comes from file No. 4. This file must be updated with the courses from the semester to be reported before running this program.

File 4 - Student Master File

This is, again, an example. More data might be needed by a district. This file would show current enrollment data only and could be updated daily. The file to be used would have to be for the semester to be reported, as program completers would not be on the field after the semester ended.

The handicapped, LESA and disadvantaged files are here shown with funded (S) coding. If this data is not available on the file, it will have to be manually added to the report.

File 5 - Student Enrollments and Completions

This is the output file from Program A and contains the data necessary to produce the report in Program C. This file will contain a record for each USOE program a student was involved in during the period being reported.

This file will be saved for the next run of this system for input to Program B to find leavers and transfers.

File Layout - Program A

Input File No. 1: PCI USOE Data (USOE Sequence)

1-10	USOE code
11-2	Deliverer of Services
13-4	CID
17-8	Program/Student Goals (1 x 8)
25-25	USOE Title
50-2	Minimum Completion Requirements
52-1	Meets State Plan (S or Blank)
53-6	Program Length

Input File No. 2: PCI Course Data (Course/USOE Sequence)

1-10	USOE Code
11-2	Line Number
13-4	Cal Course Code
17-4	CID
21-6	District Course Code
27-1	Meets State Plan (S or Blank)
28-18	USOE Title
46-1	Occupational Objectives (A-E)
47-4	Hours
51-4	Credits
55-1	Utilization - A, B, C
56-1	Frequency
57-1	Description
58-1	Time

Input File No. 3: Student History File (Student No. Sequence)

1-20	Student Name
21-10	Student Number
31-1	Drop Flag: 1 = Graduated 2 = Withdrew 3 = Transferred
32-1	Drop Month
33-2	Drop Year
41-1	Birth Month

Input File No 3: (Continued)

42-2	Birth Day
44-2	Birth Year
58-1	Ethnic Code
59-1	Sex Code
60-2	Grade Level
62-1500	Course Matrix (1 x 80) Index: d
6	Course Number
14	Course Title
1	Course Grade Received
1	Course Credit Received
2	Course Month Taken
2	Course Year Taken

Input File No. 4 - Student Master File (Student No. Sequence)

1-10	Student Number
11-3	Handicapped Code
14-1	Handicapped Funded (S or Blank)
15-1	LESA (X, S, or Blank)
16-1	Academically Disadvantaged (X, S, or Blank)
17-1	Economically Disadvantaged (X, S, or Blank)
18-20	Student Name
38-1	Sex Code
39-1	Grade Level
40-6	Birth Date
46-1	Ethnic Code
47-14	Counselor Name
61-60	Current Course Numbers (Occurs 10)

Output File No. 5 - Student Enrollments and Completions (Student No. Sequence)

1-20	Student Name
21-10	Student Number
31-1	Sex Code
32-1	Ethnic Code
33-3	Program Level/Grade

Output File No. 5 (Continued)

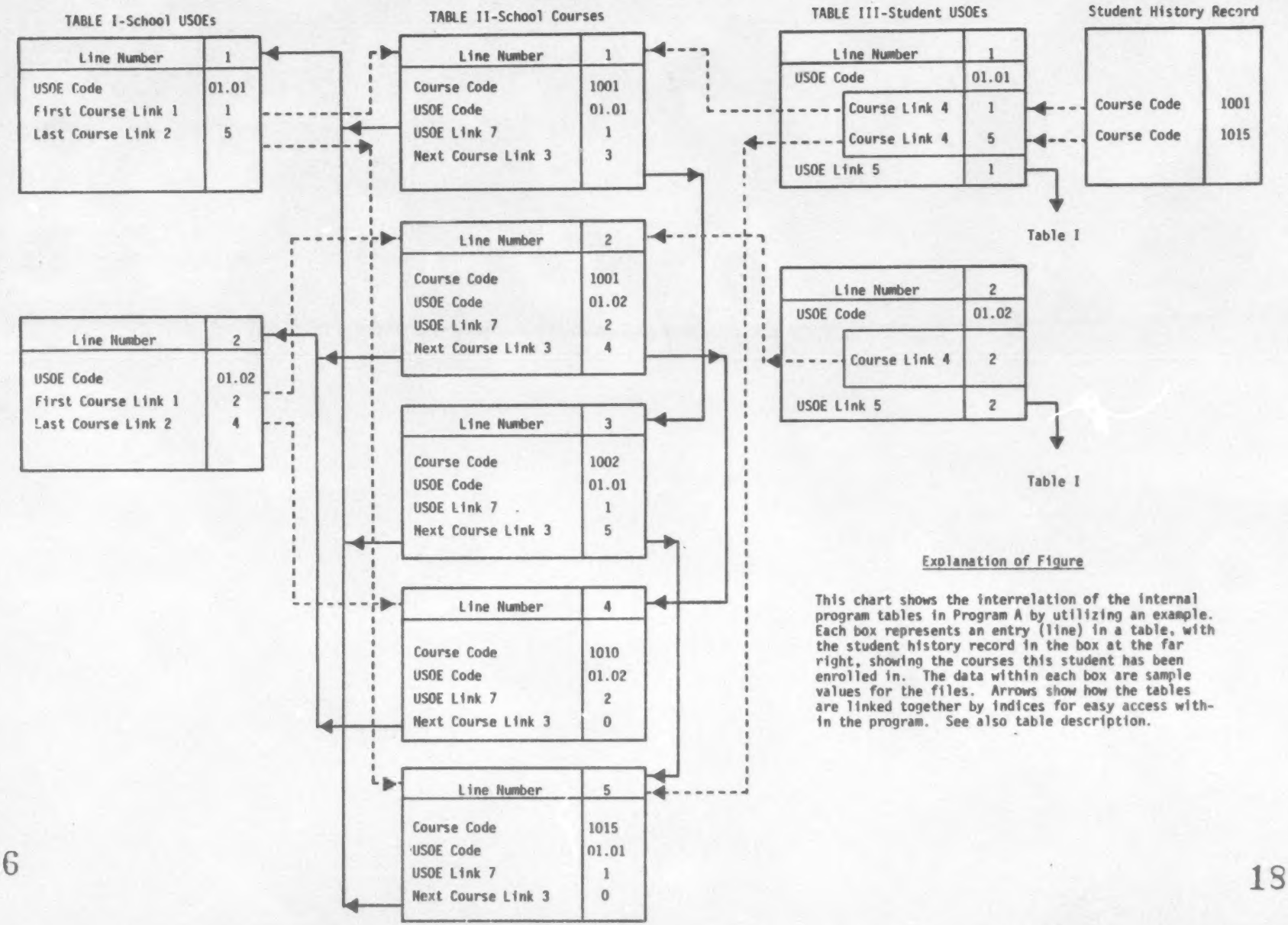
36-3	Handicapped Code	
39-1	Handicapped Funded (S or Blank)	
40-1	LESA (X, S, or Blank)	
41-1	Academically Disadvantaged (X, S, or Blank)	
42-1	Economically Disadvantaged (X, S, or Blank)	
43-22	USOE Data From Table III:	
	8 USOE Code	
	1 Cooperative Vocational Education (X or Blank)	
	1 Vocational W/E (X or Blank)	
	1 Apprentice (X or Blank)	
	1 Prerequisite (1, 2, or Blank)	
	1 Enrollee (1, 2, or Blank)	
	1 Completer (1, 2, or Blank)	
	8 Total Number of Hours Completed	
65-1	Transfer - X or Blank	Processed in Program B
66-1	Leaver - X or Blank	
* 68-1	Base Year Enrollee Code - 1, 2, or Blank	
68-1	No Master Flag - X or Blank	

* Note: For students involved in multiple USOEs, a separate record will be written for each USOE.

Program Totals:

1. No. of students read from student history file No. 3
2. No. of students read from student master file No. 4
3. No. of students not currently enrolled in vocational education
4. No. of students currently enrolled in vocational education
5. No. of student output records written to file No. 5
6. No. of students on file No. 3, history, but not on master file, file No. 4 (appear on error list).

PROGRAM TABLES - PROGRAM A



Explanation of Figure

This chart shows the interrelation of the internal program tables in Program A by utilizing an example. Each box represents an entry (line) in a table, with the student history record in the box at the far right, showing the courses this student has been enrolled in. The data within each box are sample values for the files. Arrows show how the tables are linked together by indices for easy access within the program. See also table description.

Internal Program Tables - Program A

Table I - School USOE Information

Loaded from PCI - USOE File No. 1, in routine 1.1

Maximum Entries: 30

Index Used: a

Field Size:		
	8	USOE code (key)
	2	Minimum completion requirements (number of courses)
	3	Link 1 - Index in Table II of first course of this USOE
	3	Link 2 - Index in Table II of prior course in this USOE

Table II - School Course Information

Loaded from PCI - Course File No. 2, in routine 1.2

Maximum Entries: 400

Index Used: b, b1

Field Size:		
	6	Course number (key)
	8	USOE code
	1	Occupational objectives (A = apprentice)
	4	Hours
	1	Utilization - A, B, or C
	1	Description - A-K (H = coop. vocational education)
	3	Link 7 - Index of USOE in Table I
	3	Link 3 - Index to next course in this USOE

Table III - Student's Current USOE Involvement

Loaded in routine 2.2

Maximum Entries: 10

Indexes Used: C, C1, C2, C3, C9 (store maximum for student), f (used for search)

Field Size:		
	8	USOE code (key)
	1	Cooperative vocational education (x or Blank)

Table III (Continued)

1	Vocational work experience (X or Blank)
1	Apprentice (X or Blank)
1	Prerequisite involvement (Blank, 1, or 2)
1	Enrollee involvement (Blank, 1, or 2)
1	Completer involvement (Blank, 1, or 2)
8	Total number of hours completed
40	Link 4 - links to Table II - 20 entries, index = y (contains indexes of all courses completed in this USOE)
3	Link 5 - index of this USOE in Table I

Table IV - All "A" (Required) Courses for Student's USOE

Loaded in Routine: 2.3

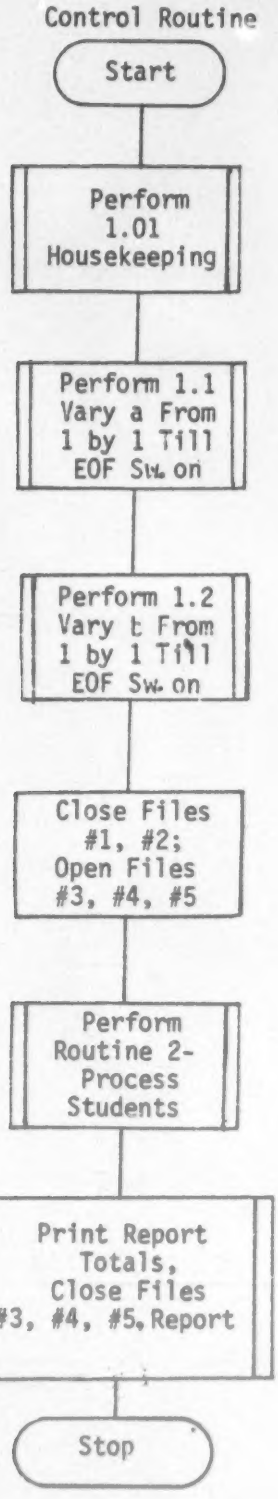
Maximum Entries: 20

Index Used: e

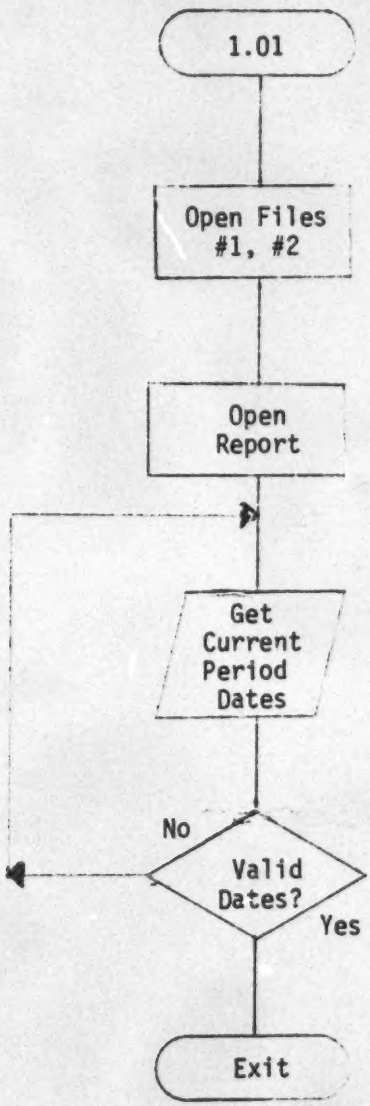
6	Course number
1	Course switch (Blank or X) - if X, student has completed this course

PROGRAM FLOWCHART

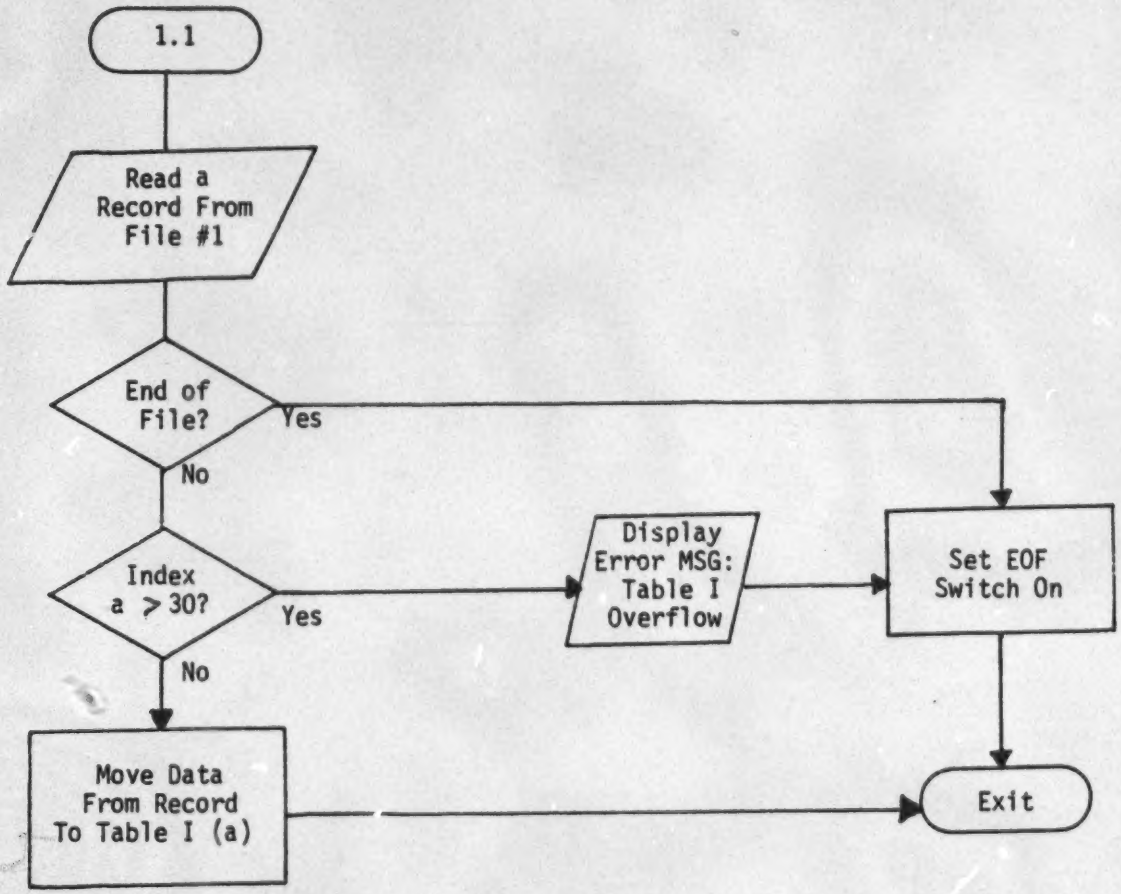
System: Program Enrollment and Termination
Program: A - Enrollee Processing - Sections I & II


Control Routine
Start
Perform 1.01 Housekeeping
Perform 1.1 Vary a From 1 by 1 Till EOF Sw. on
Perform 1.2 Vary b From 1 by 1 Till EOF Sw. on
Close Files #1, #2; Open Files #3, #4, #5
Perform Routine 2- Process Students
Print Report Totals, Close Files #3, #4, #5, Report
Stop

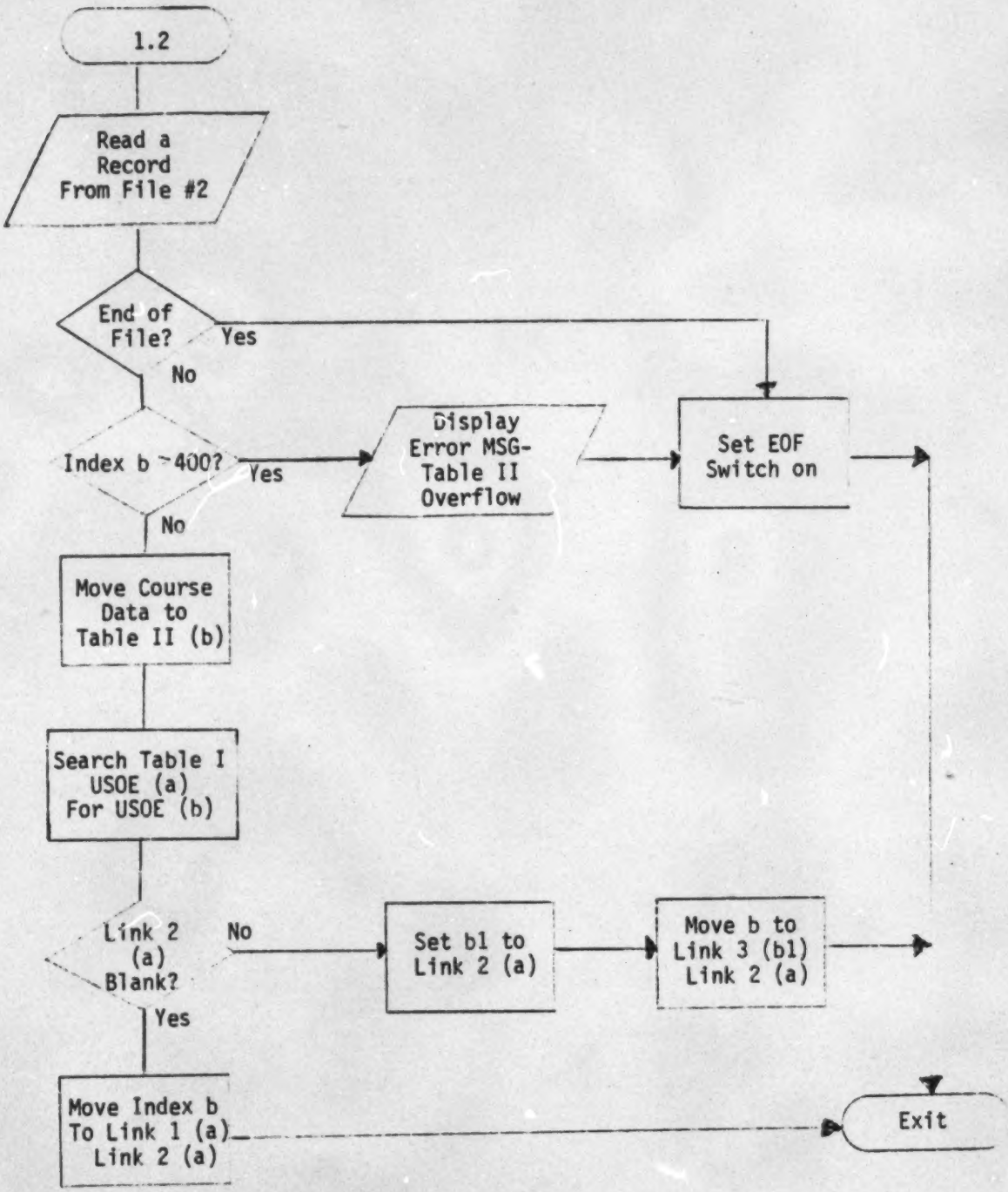
Routine 1.01: Housekeeping



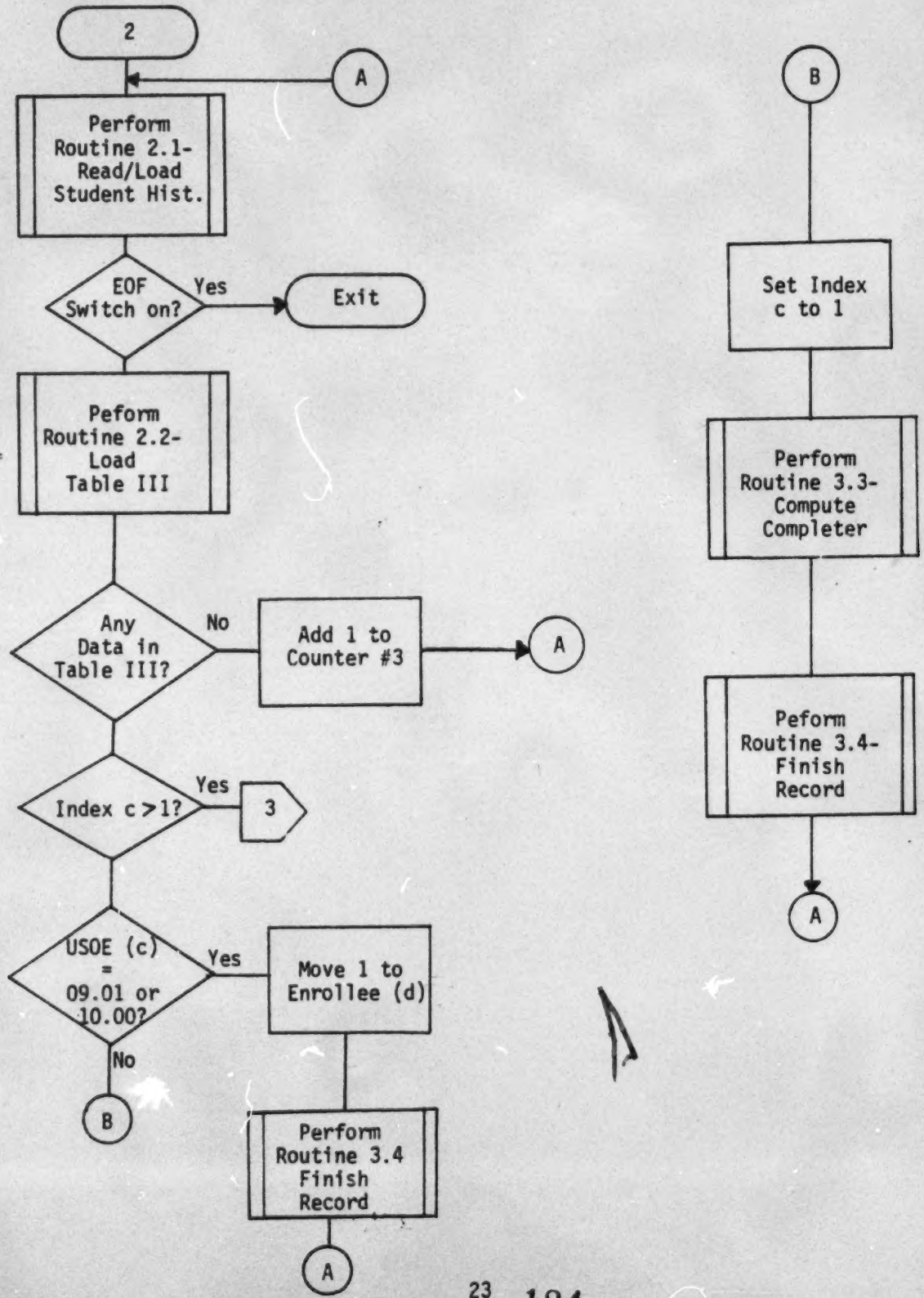
Routine 1.1: Load PCI - Program File #1 to Table I
(Performed varying index "a" from 1 by 1 until EOF switch is on.)



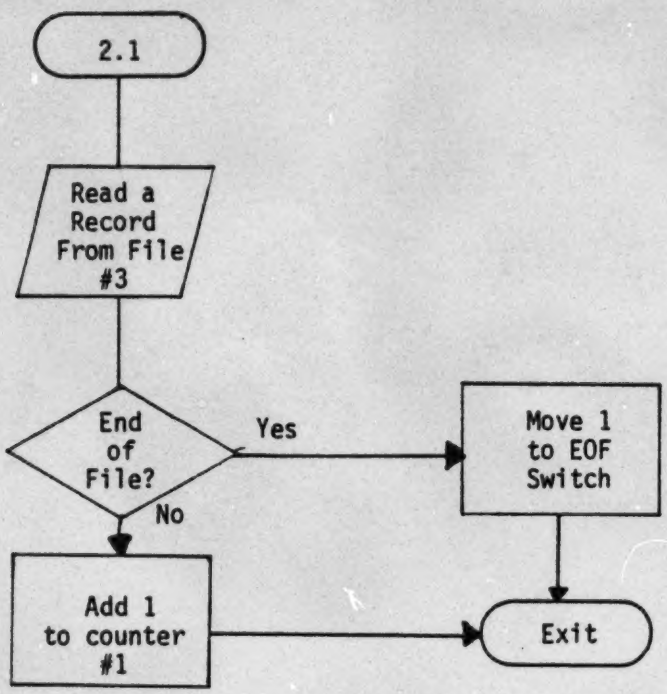
Routine 1.2: Load PCI-Course File #2 to Table II
(Performed varying index "b" from 1 by 1 until
EOF switch is on.)



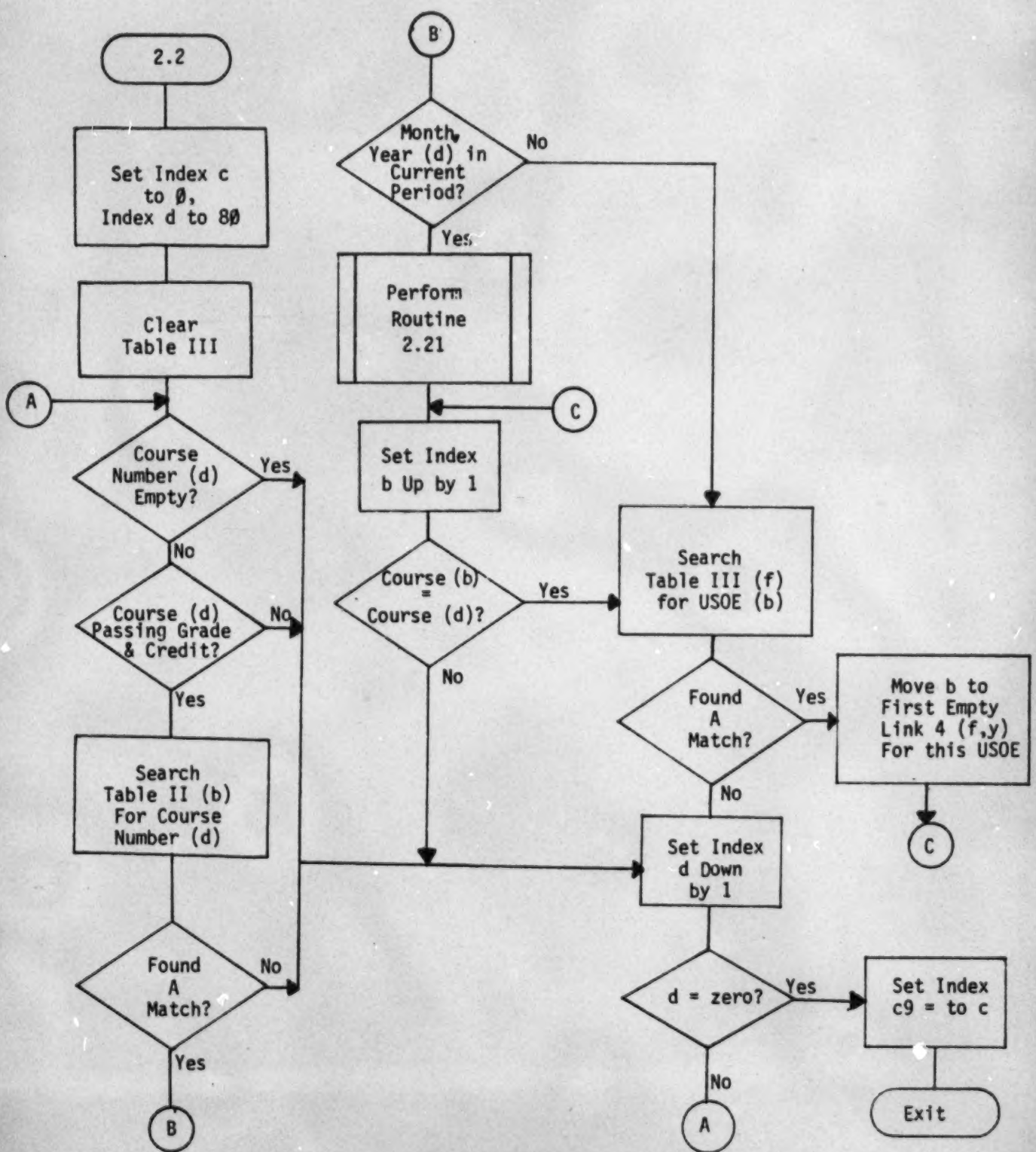
Routine 2 - Process Students (Main Line Processing)



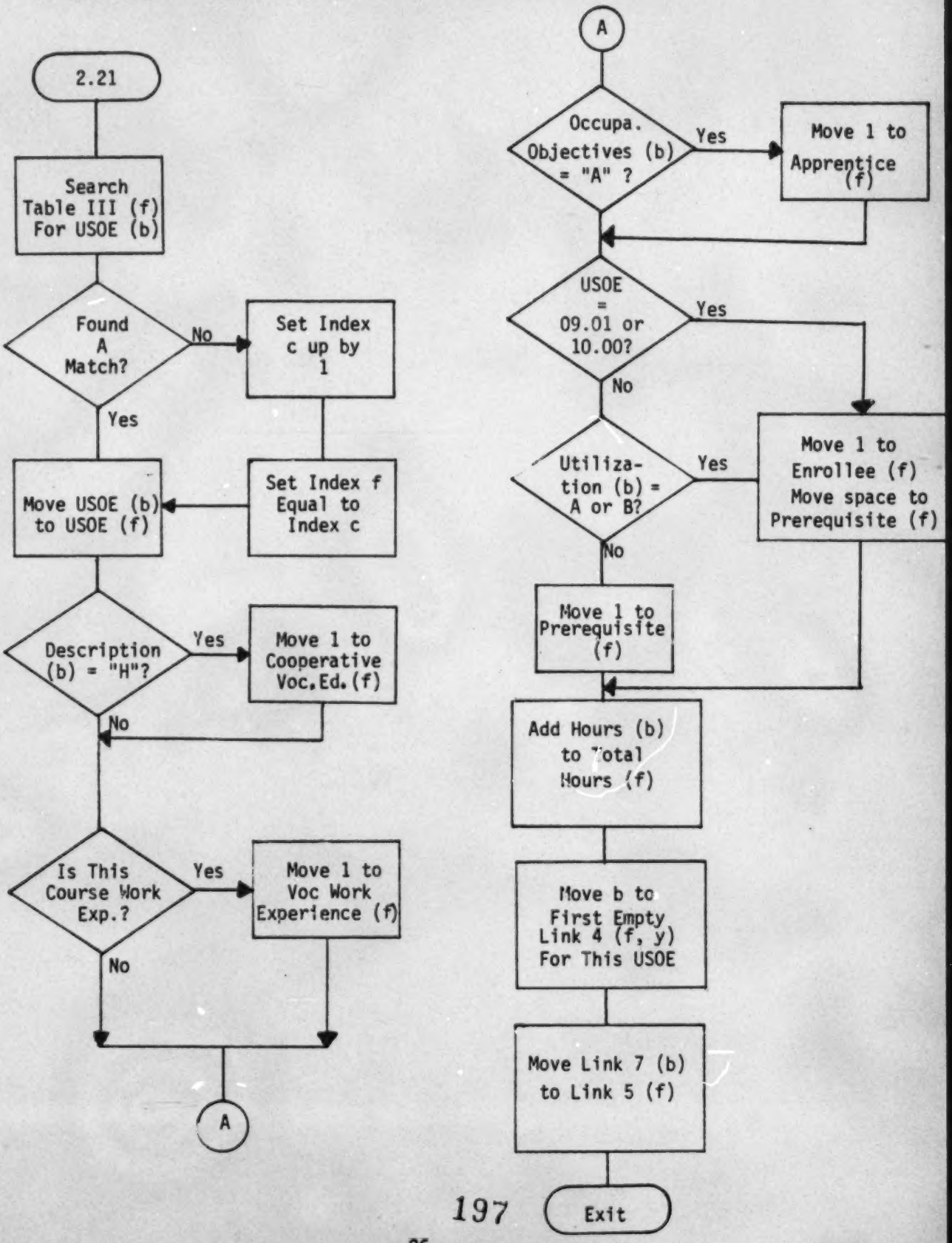
Routine 2.1: Read Student History File



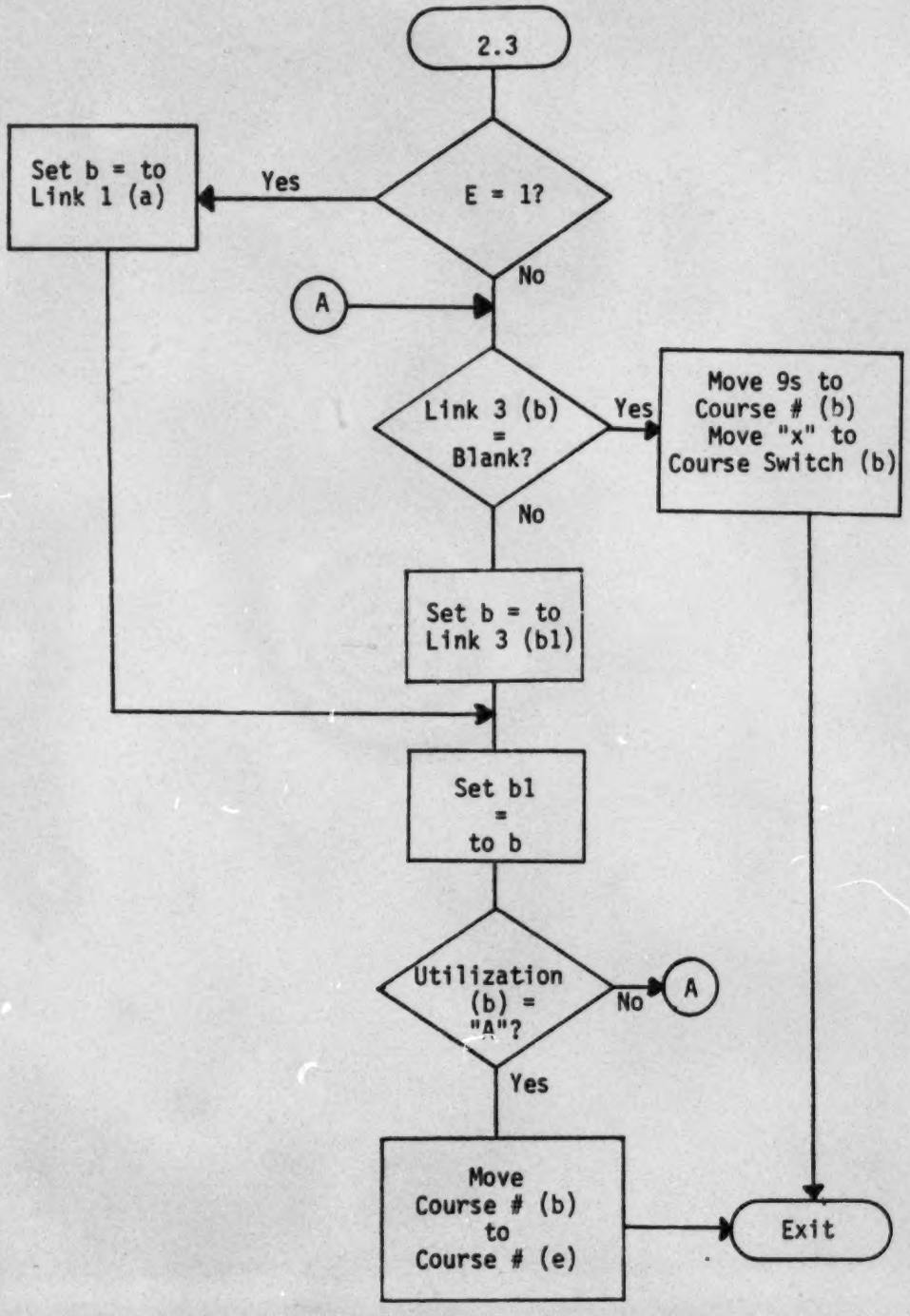
Routine 2.2: Load Table III



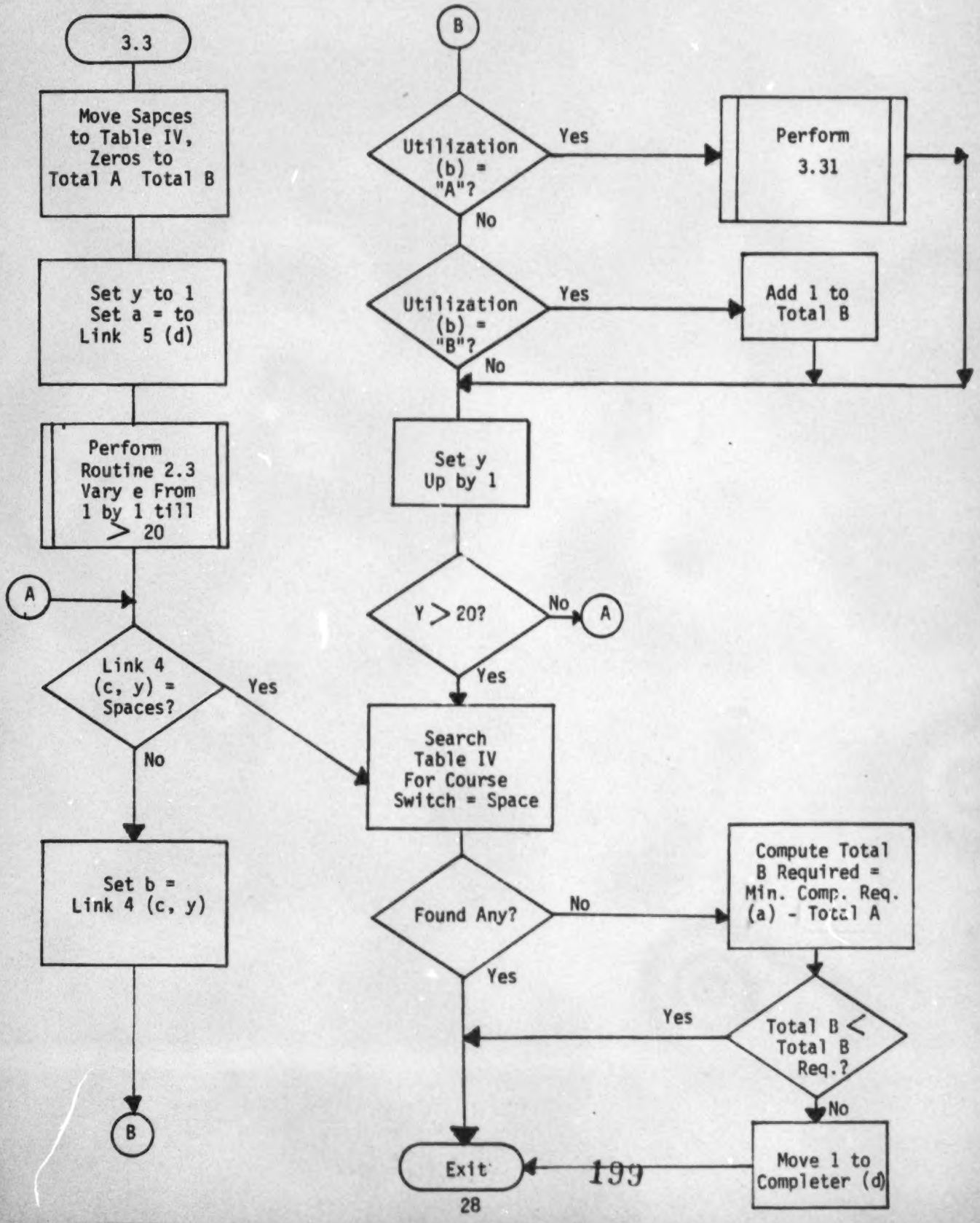
Routine 2.21: Process Current Course Data



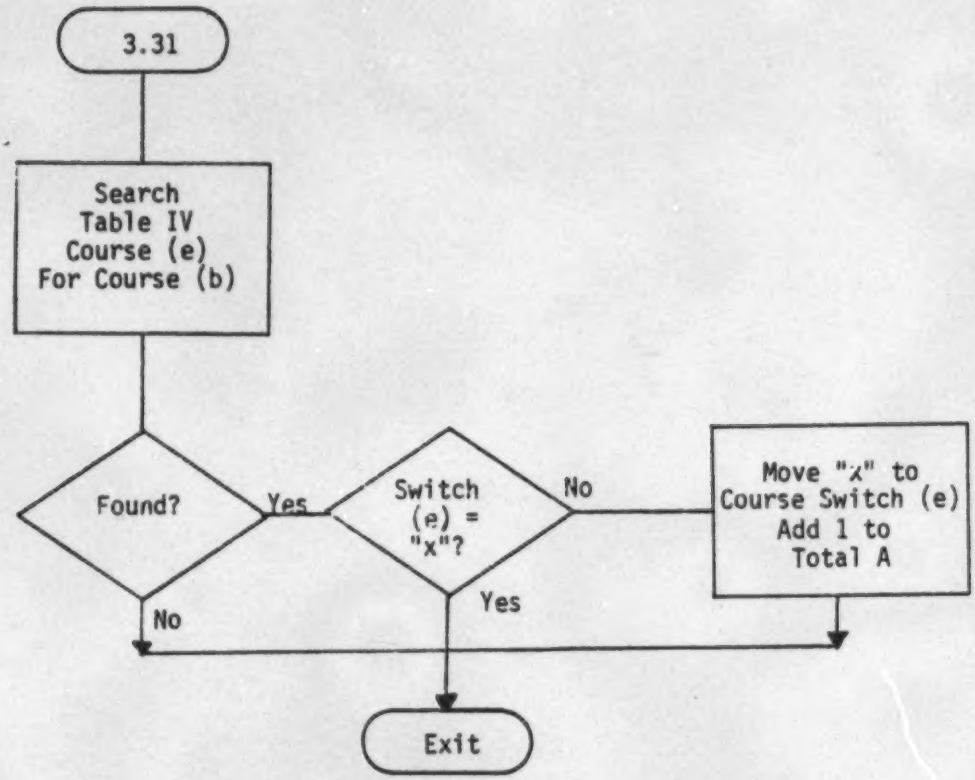
Routine 2.3: Build Table IV - "A" Require b Courses for a USOE
(Performed varying e from 1 by 1 till e > 20.)



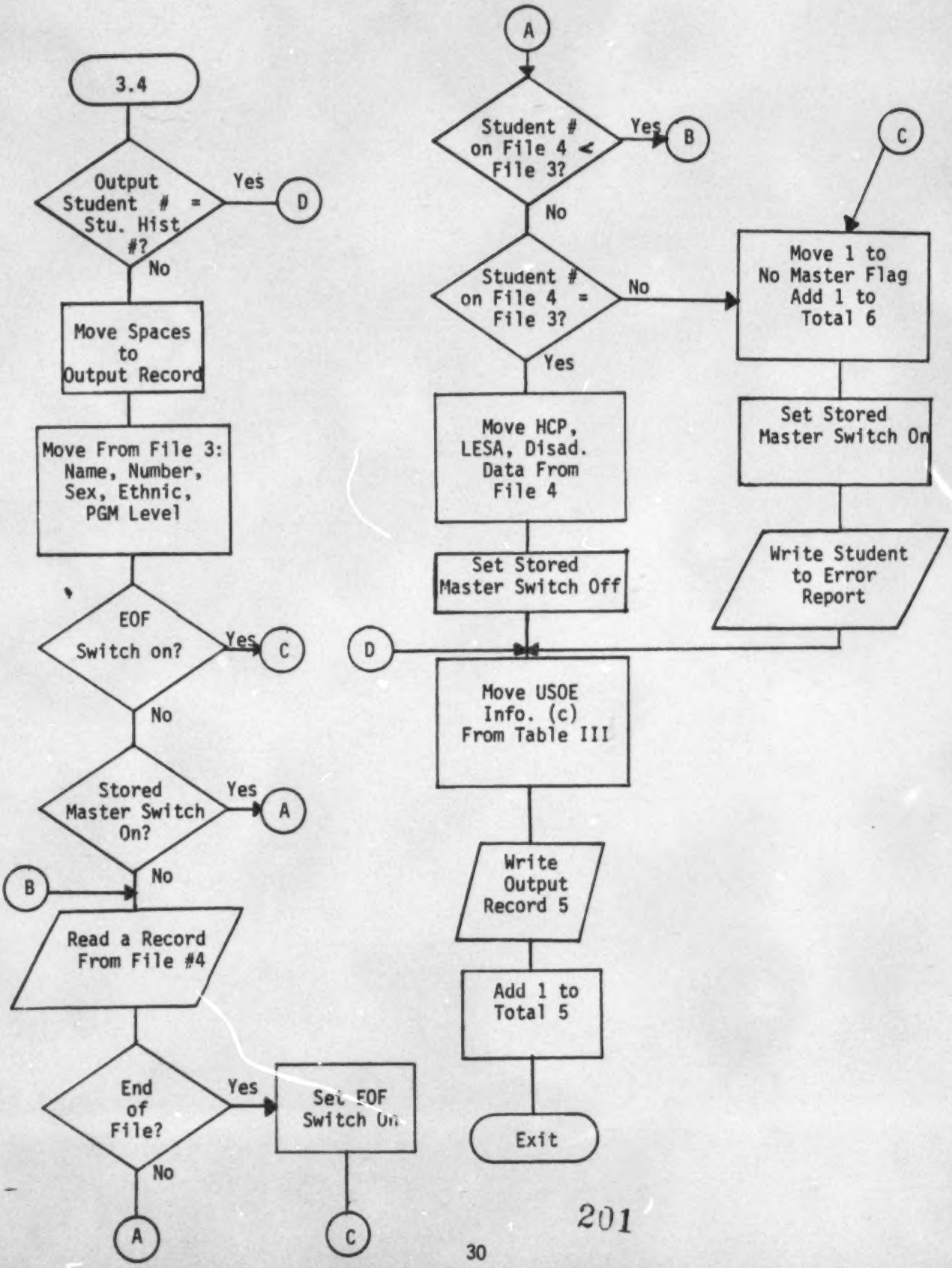
Routine 3.3: Compute Completer



Routine 3.31: Process "A" Required Courses

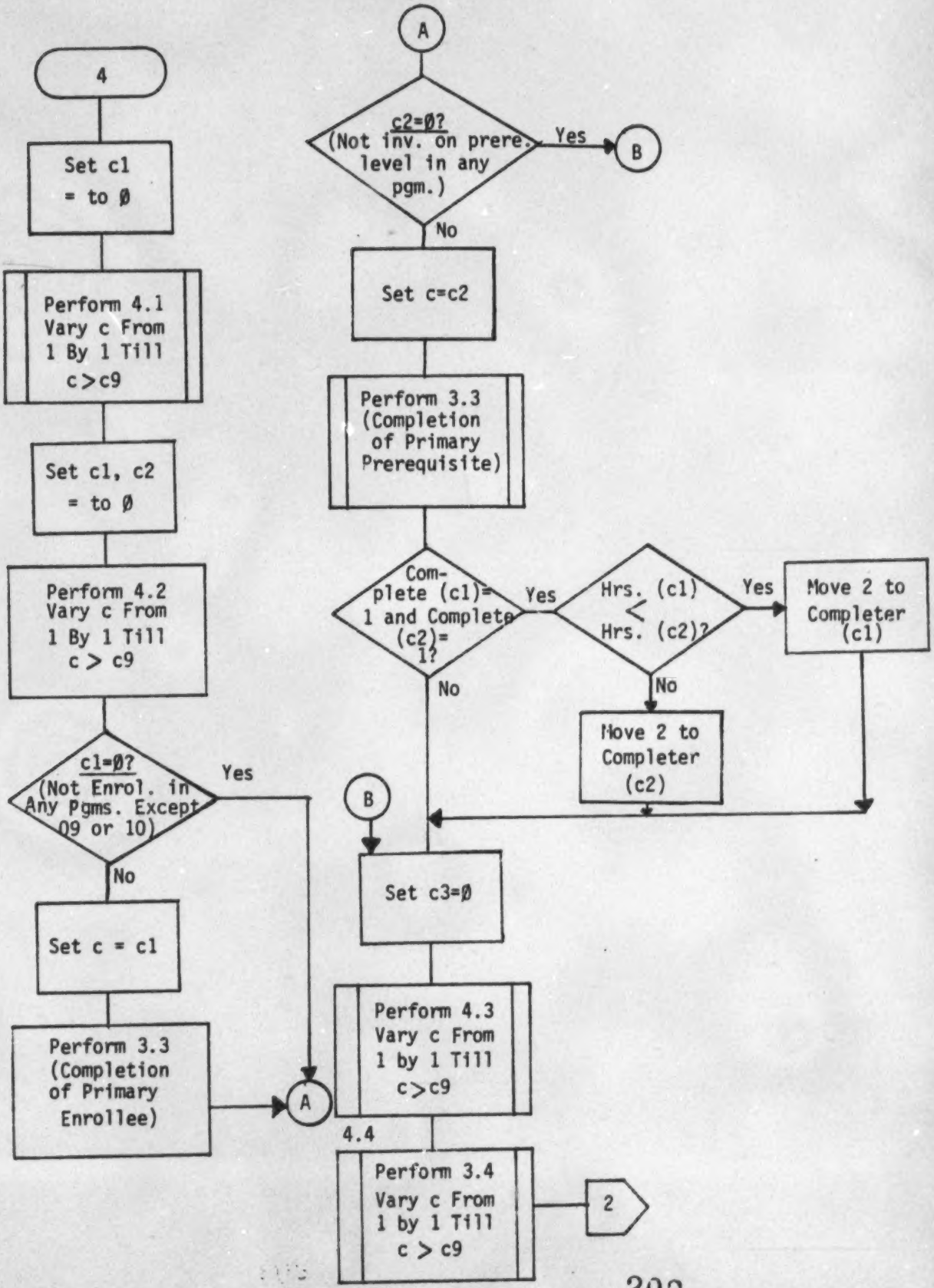


Routine 3.4: Finish Output Record and Write to File # 5



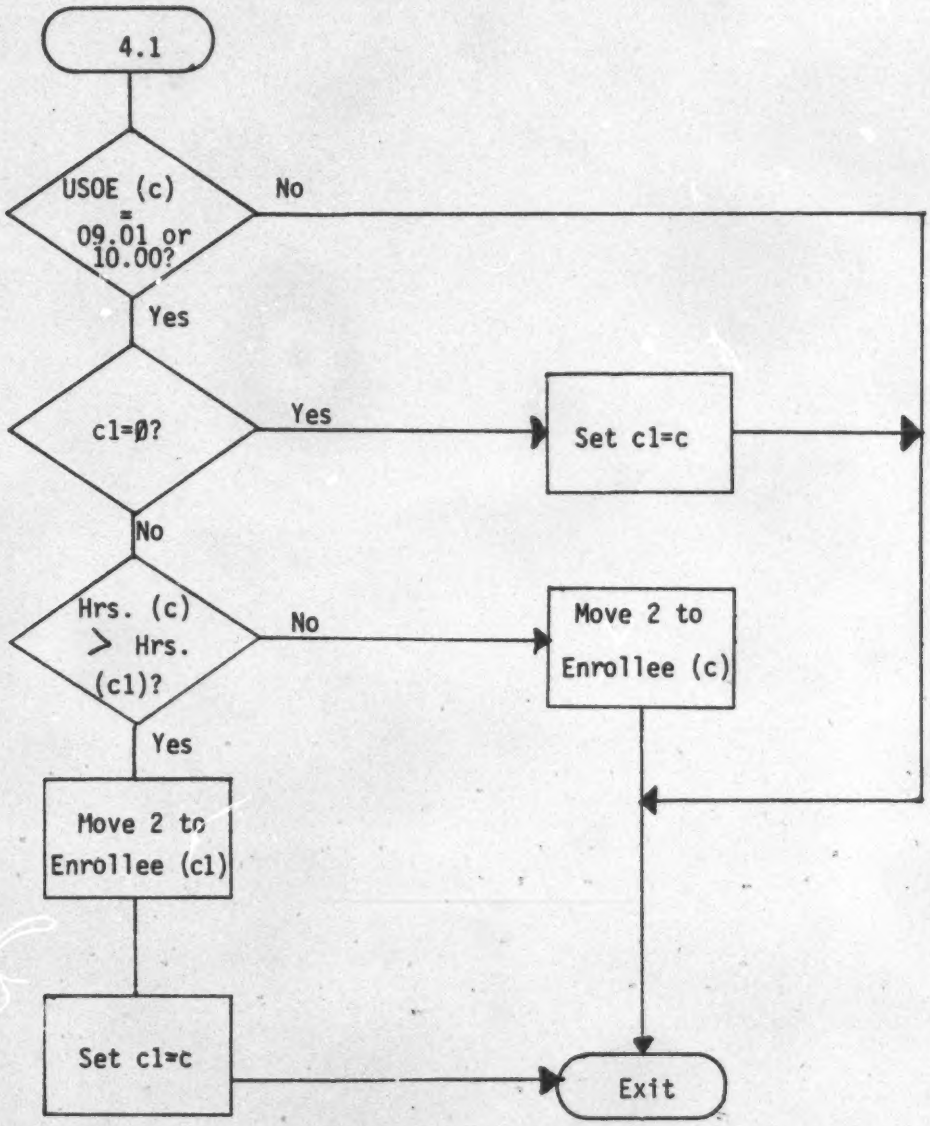
201

Routine 4: Process Student With Multple Programs

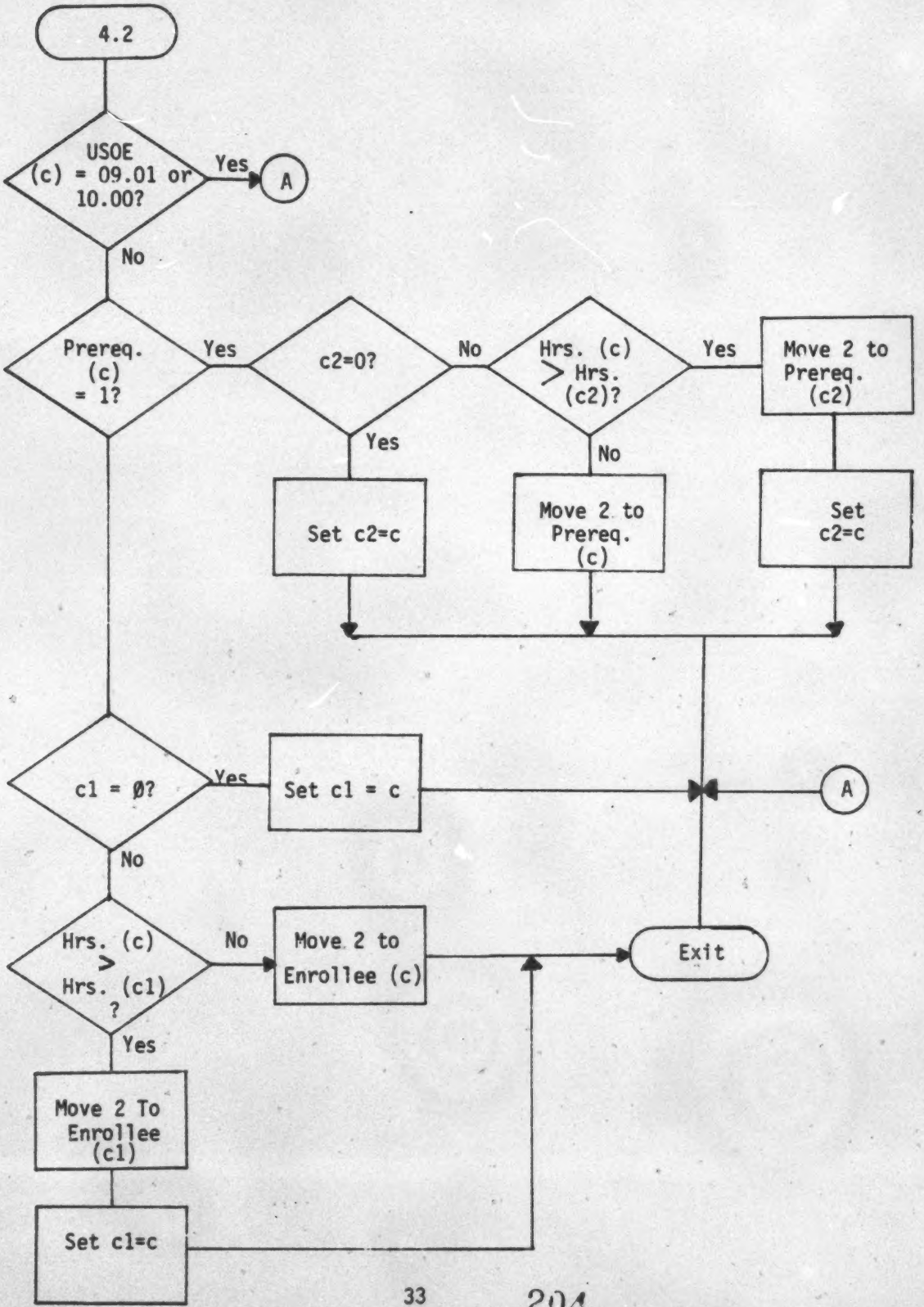


202

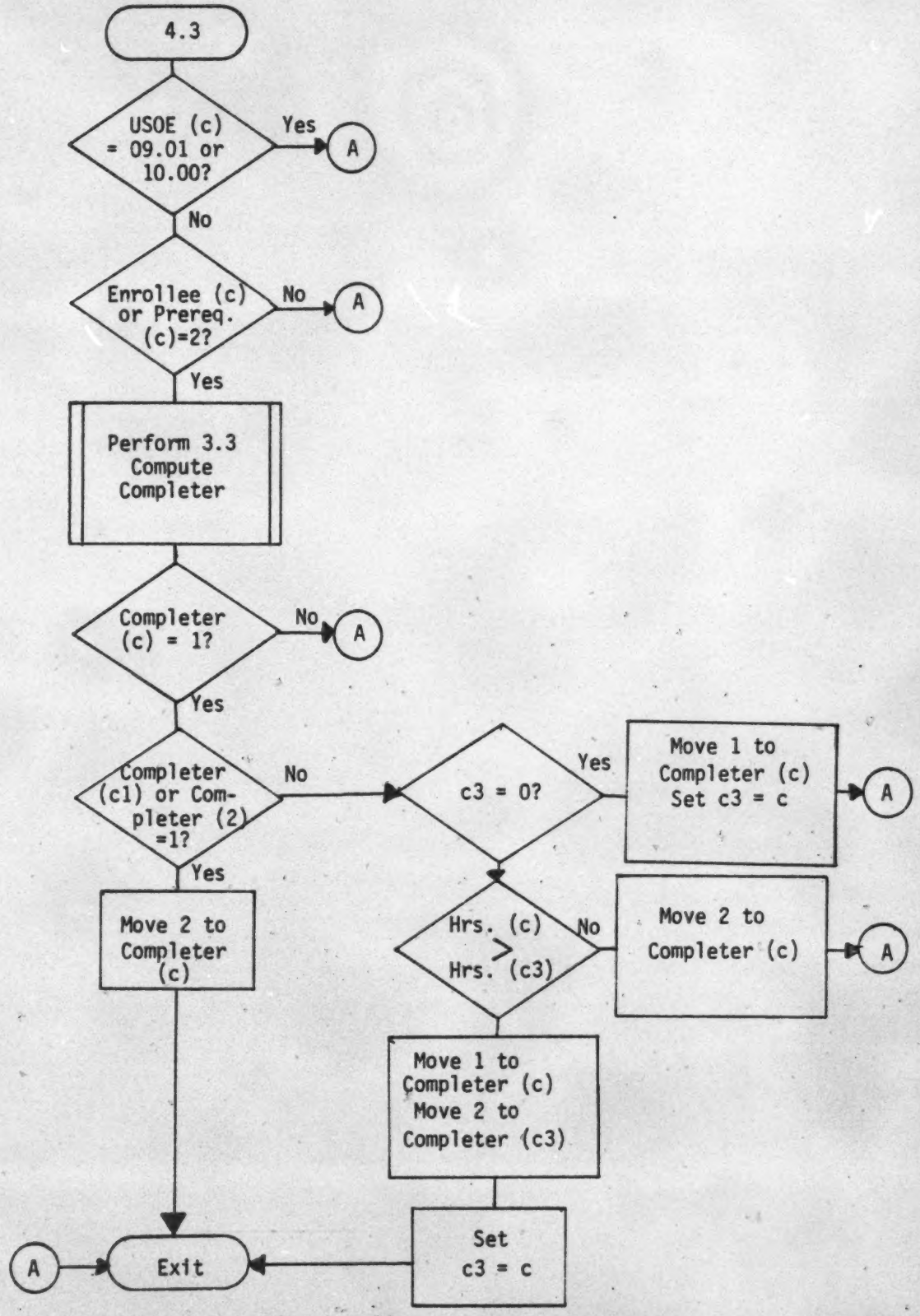
Routine 4.1: Determine Primary and Secondary Involvement in 09.01 and 10.00 Series Programs
(Performed varying c from 1 by 1 until c > 10)



Routine 4.2: Determine Primary Enrollee and Prerequisite Involvement (non- 09.01 and 10.00)



Routine 4.3: Find Completions of Secondary Programs
(Performed varying c from 1 by 1 till c > 10)



PROGRAM B: PROCESS PROGRAM LEAVERS AND TRANSFERS

Program Narrative

This program processes program leavers and transfers from vocational education programs. Files required are a base-year enrollments and completions file (see Student Accounting System, Section III for definition of "Base Year"), current enrollments and completions file, and the current student master file. If the base year file is not available, as in the first year of implementation of this file, this program can not be run until the next end of year or semester processing is done.

All processing in this program is done according to the definitions in Section III of the manual process. The output is a complete file of enrollments, completions, leavers and transfers ready to be processed by the report programs. See overall Program Logic Diagram and Program Flowchart for complete details.

Totals accumulated and printed in this program are:

Total 1 - records read from base year E & C
Total 2 - records read from current year E & C
Total 3 - leavers (records)
Total 4 - transfers (records)
Total 5 - undetermined status (records)
Total 6 - output records

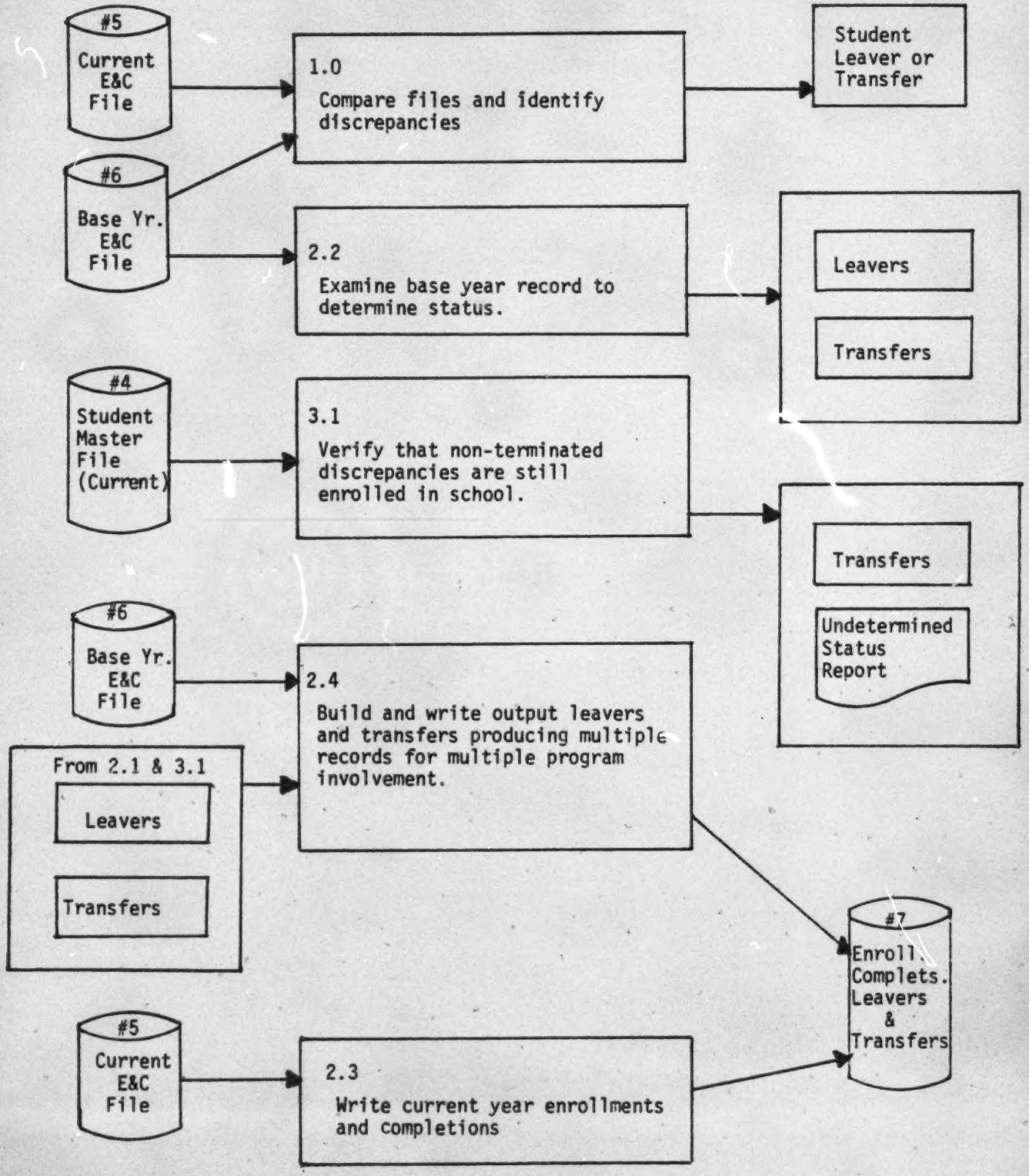
Table of Base Year Enrollees

Loaded in Routine: 1.1
Maximum Entries: 10

8 USOE Code
1 Enrollment involvement (1 or 2)

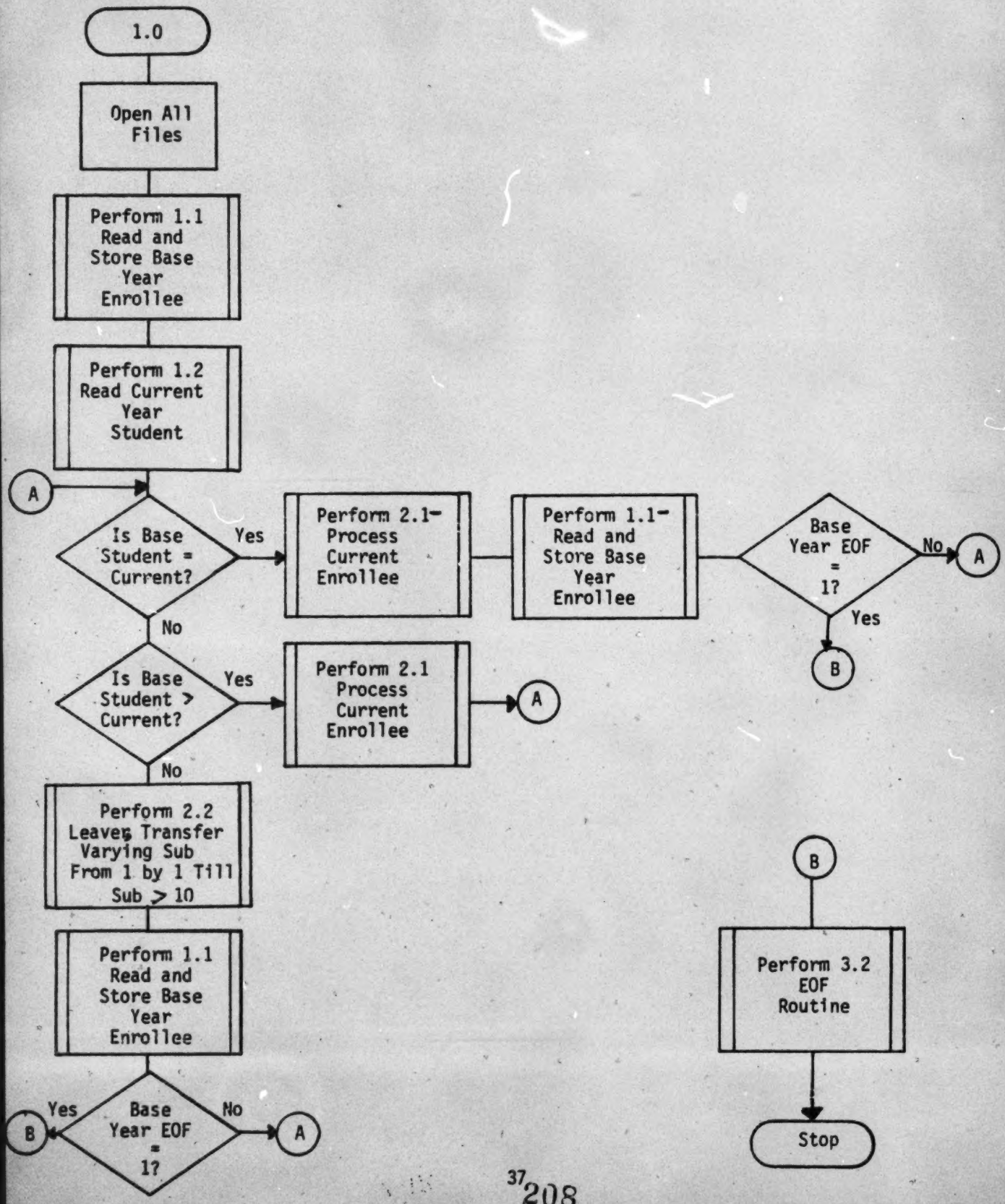
PROGRAM B - PROCESS PROGRAM LEAVERS AND TRANSFERS

Overall Program Logic Diagram

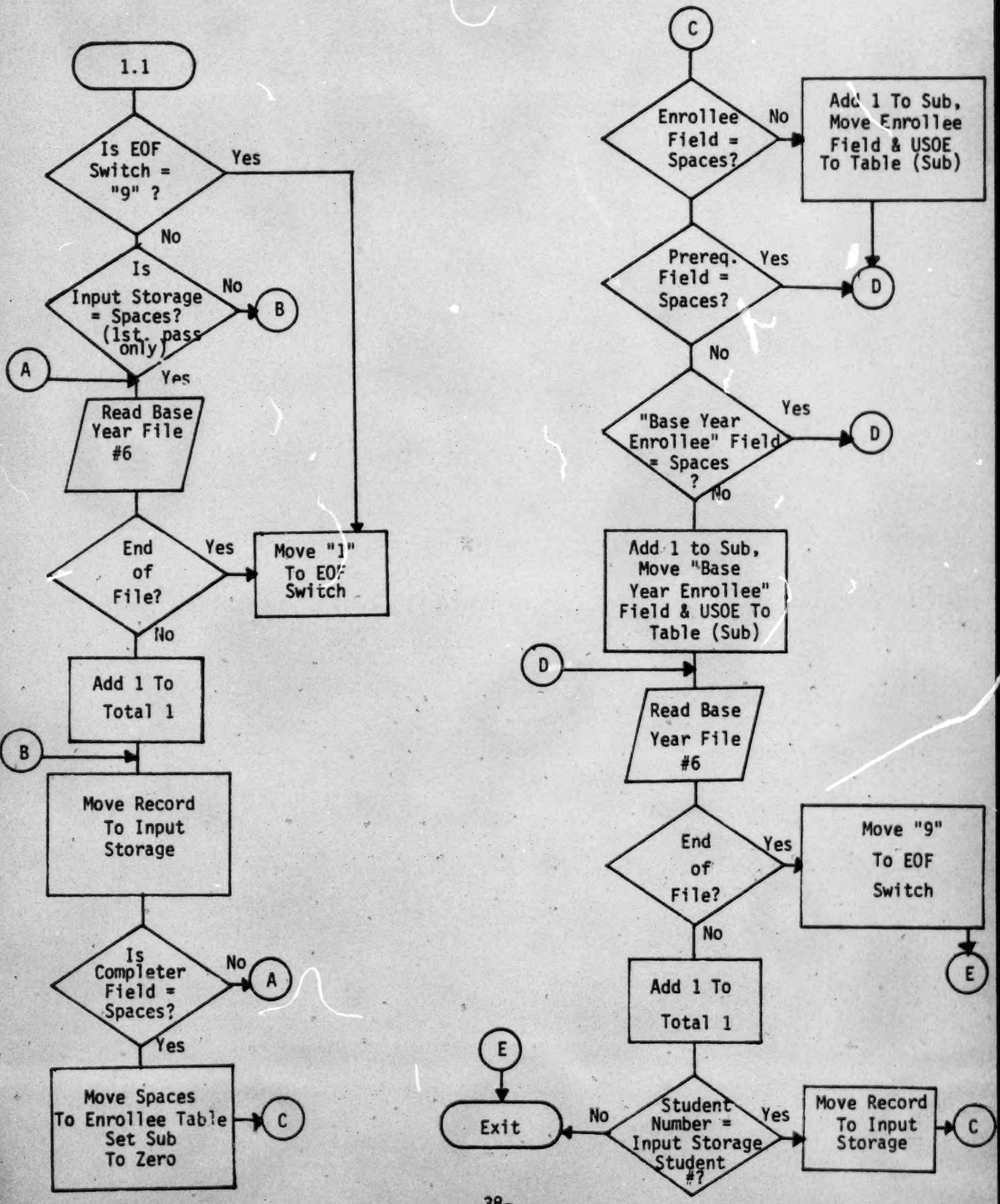


PROGRAM B - LEAVERS AND TRANSFERS PROGRAM FLOWCHART

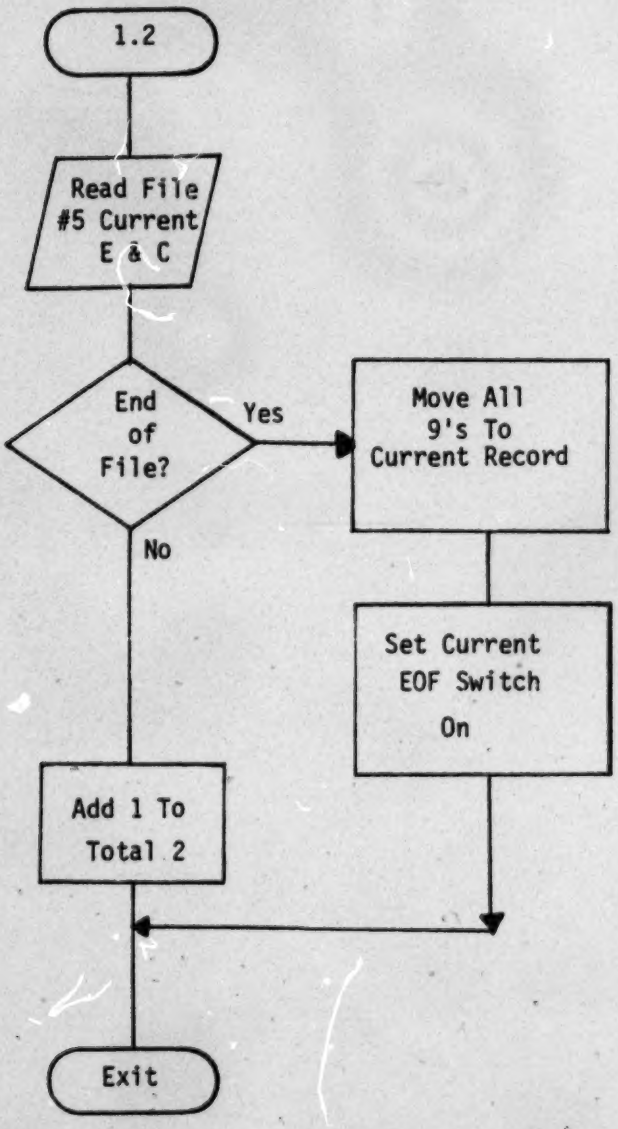
Routine 1.0: Main Control



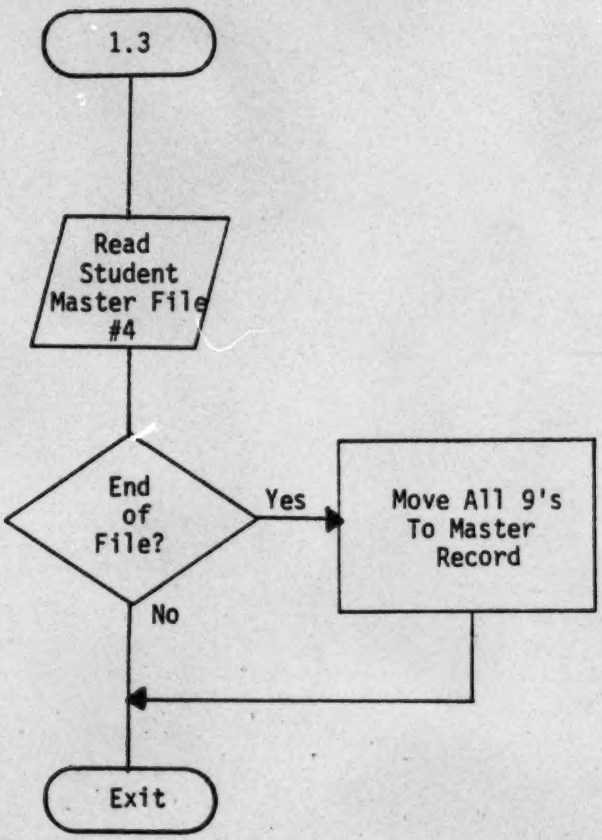
Routine 1.1: Read and Store Enrollee From Base Year File No. 6



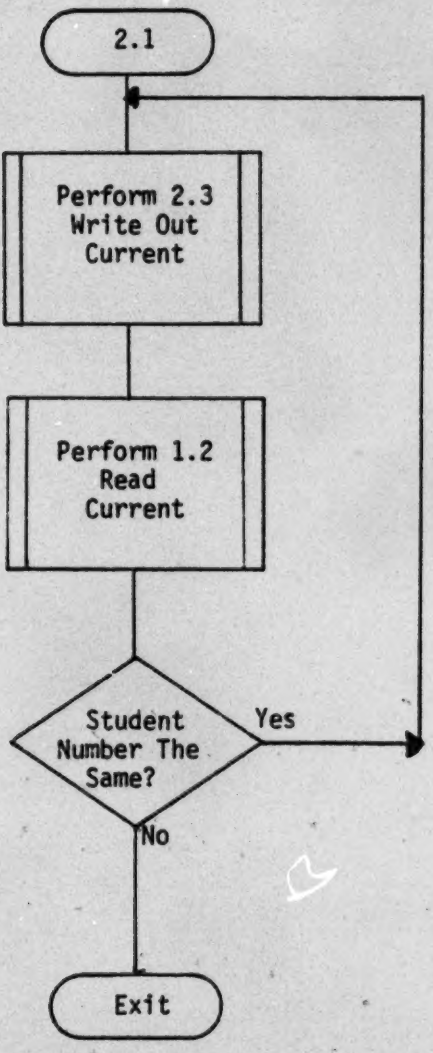
Routine 1.2: Read Current File No. 5



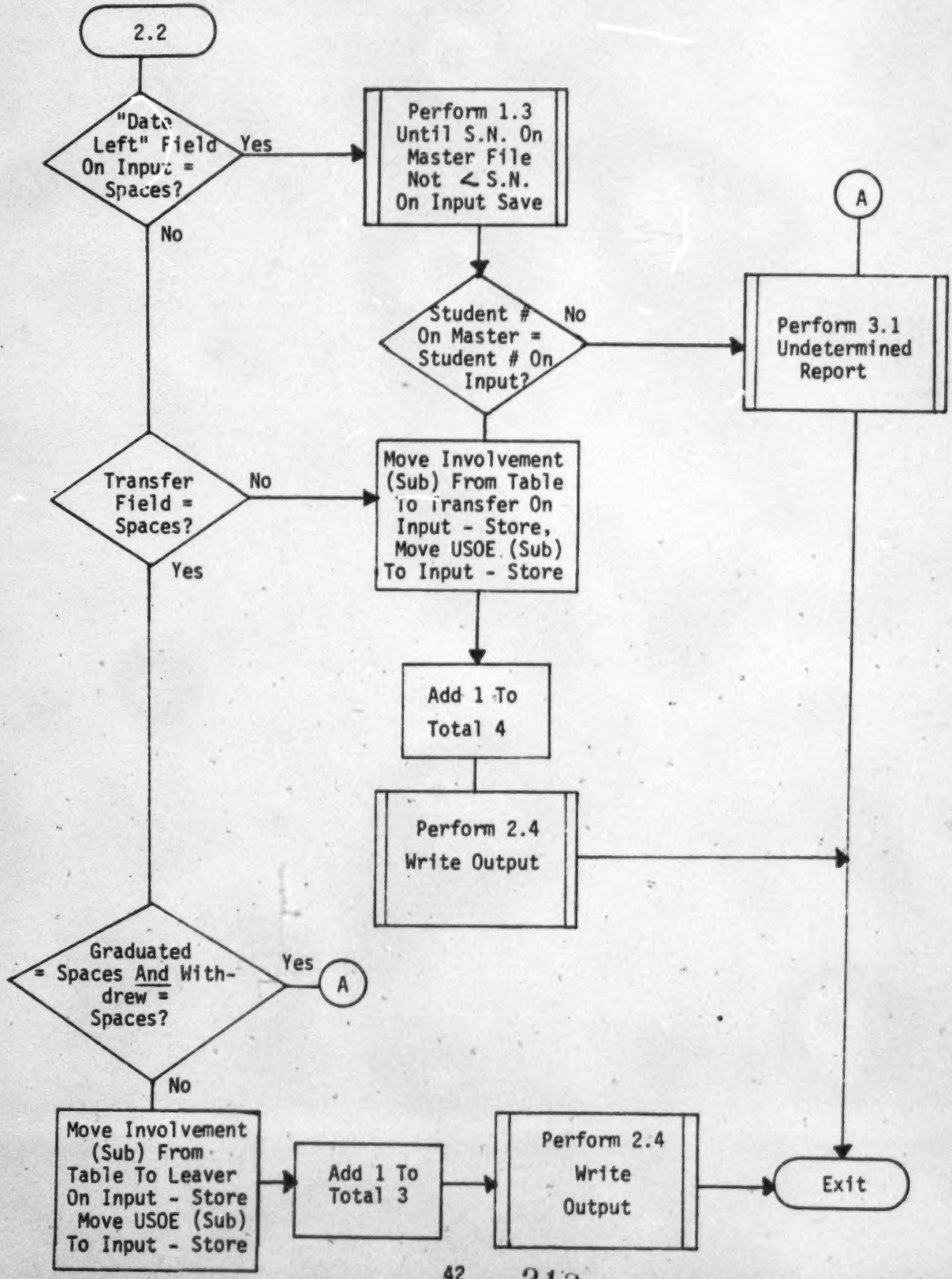
Routine 1.3: Read Student Master File



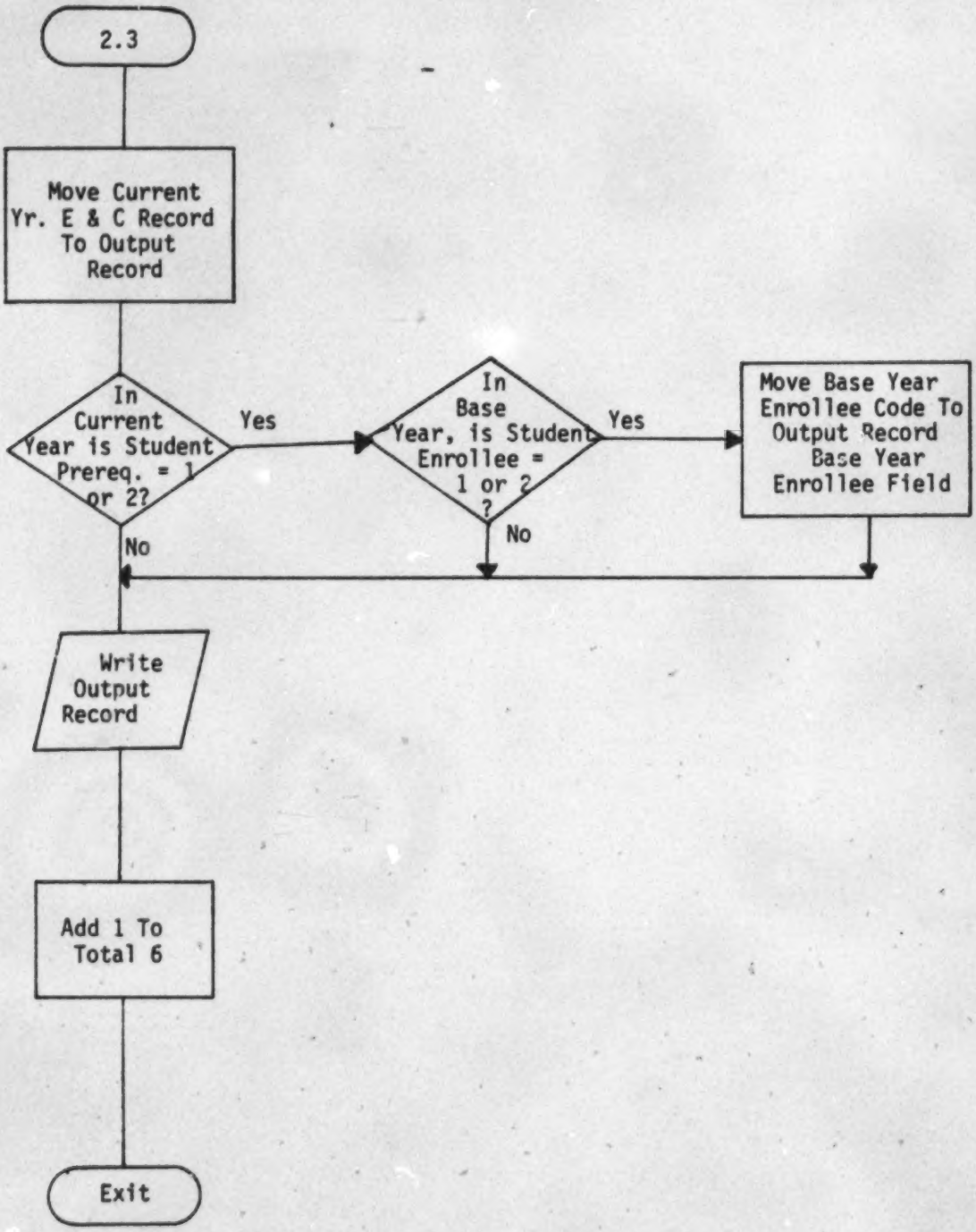
Routine 2.1: Process Current Enrollees and Completers



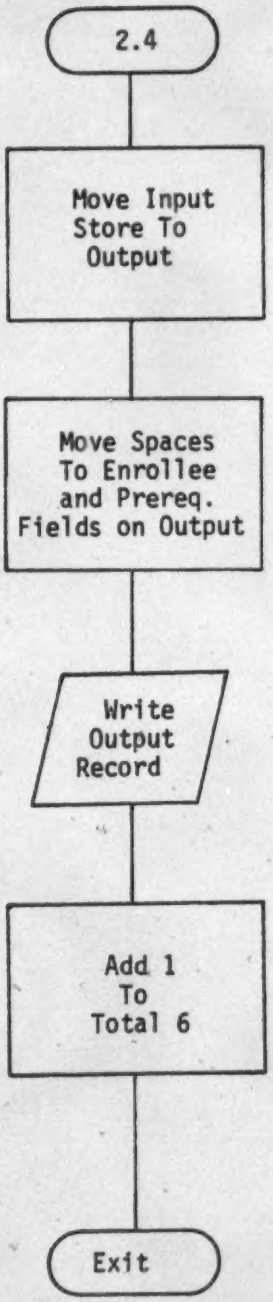
Routine 2.2: Determine Student Status


2.2
"Date Left" Field On Input = Spaces?
Yes
No
Perform 1.3 Until S.N. On Master File Not < S.N. On Input Save
Student # On Master = Student # On Input?
No
A
Perform 3.1 Undetermined Report
Transfer Field = Spaces?
No
Yes
Move Involvement (Sub) From Table To Transfer On Input - Store, Move USOE (Sub) To Input - Store
Add 1 To Total 4
Perform 2.4 Write Output
Graduated = Spaces And With-drew = Spaces?
Yes
A
No
Move Involvement (Sub) From Table To Leaver On Input - Store Move USOE (Sub) To Input - Store
Add 1 To Total 3
Perform 2.4 Write Output
Exit

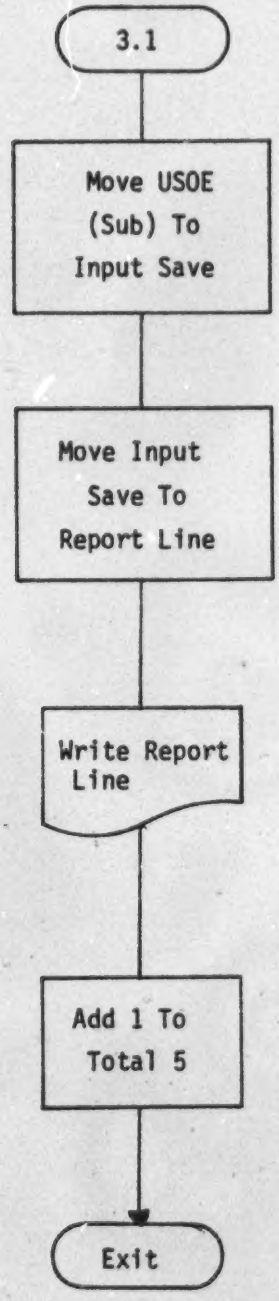
Routine 2.3: Write Out Current E & C Records


2.3
Move Current Yr. E & C Record To Output Record
In Current Year is Student Prereq. = 1 or 2?
Yes
In Base Year, is Student Enrollee = 1 or 2 ?
Yes
Move Base Year Enrollee Code To Output Record Base Year Enrollee Field
No
No
Write Output Record
Add 1 To Total 6
Exit

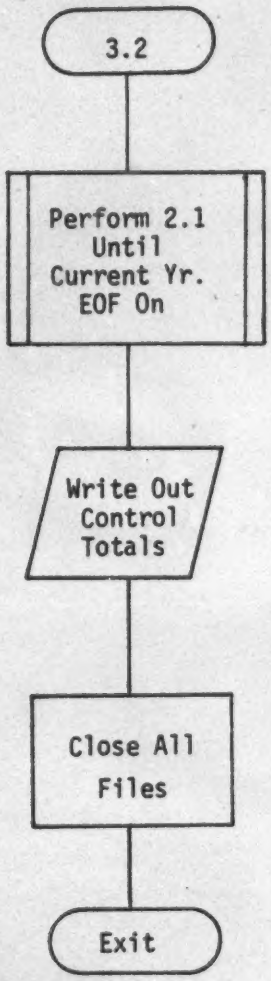
Routine 2.4: Write Output Leavers and Transfers


2.4
Move Input Store To Output
Move Spaces To Enrollee and Prereq. Fields on Output
Write Output Record
Add 1 To Total 6
Exit

Routine 3.1: Write Undetermined Status Report



Routine 3.2: EOF Routine



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POGRAM C: PRODUCE PROGRAM ENROLLMENT AND TERMINATION REPORT

Program Narrative

This program will print the Program Enrollment and Termination Report using the file created in Programs A and B, enrollments, completions, leavers and transfers. Either a listing by USOE sequence or by alpha (student name) sequence can be produced depending on the control command entered. The input file must be sorted first in the appropriate sequence. To obtain the listing by USOE, the input file must be sorted by student last name within USOE code. To obtain the alpha listing, the input file should be sorted by USOE code within student last name. These sorts can be either internal utility sorts (as shown in this system) or internal program sorts.

In addition to the report produced by this program, a summary file is produced during the USOE runs, if requested, which is printed in Program D. See program flowchart and report layout for complete details. See manual process for explanation of report fields.

Program Layout - Summary File No. 9 Program C

Position	Length	
1	8	USOE code
9	1	1 = primary enrollees
		2 = all (primary and secondary)
10	1	Ethnic code - 1 through 6
11	1	Sex code - M or F
12	35	Prerequisite totals by grade level:
	5	Below 9
	5	9
	5	10
	5	11
	5	12
	5	Adult
	5	Total
47	35	Enrollment totals by grade level:
	5	Below 9
	5	9

Position	Length	
	5	10
	5	11
	5	12
	5	Adult
	5	Total
82	30	Completion totals by grade level:
	5	9
	5	10
	5	11
	5	12
	5	Adult
	5	Total
112	5	Leavers
117	5	Transfers
123	5	Handicapped
128	5	Disadvantaged
133	5	LESA
138	5	Cooperative vocational education
143	5	Vocational education work experience
148	5	Apprentice

Program Total Tables - Program C

Table I - Primary Enrollees Summary

Level 1 - Ethnic: 6 entries
Level 2 - Sex: 2 entries
Level 3 - Involvement: 28 entries - fields correspond to file No. 9 totals

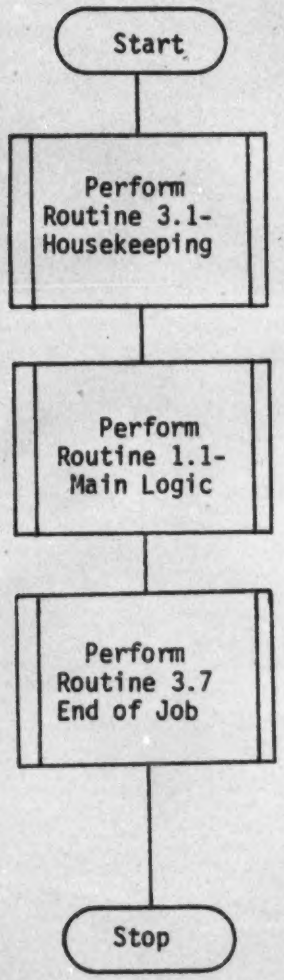
Table II - All Enrollees Summary - Same as Primary Enrollees Summary

Additional tables needed:

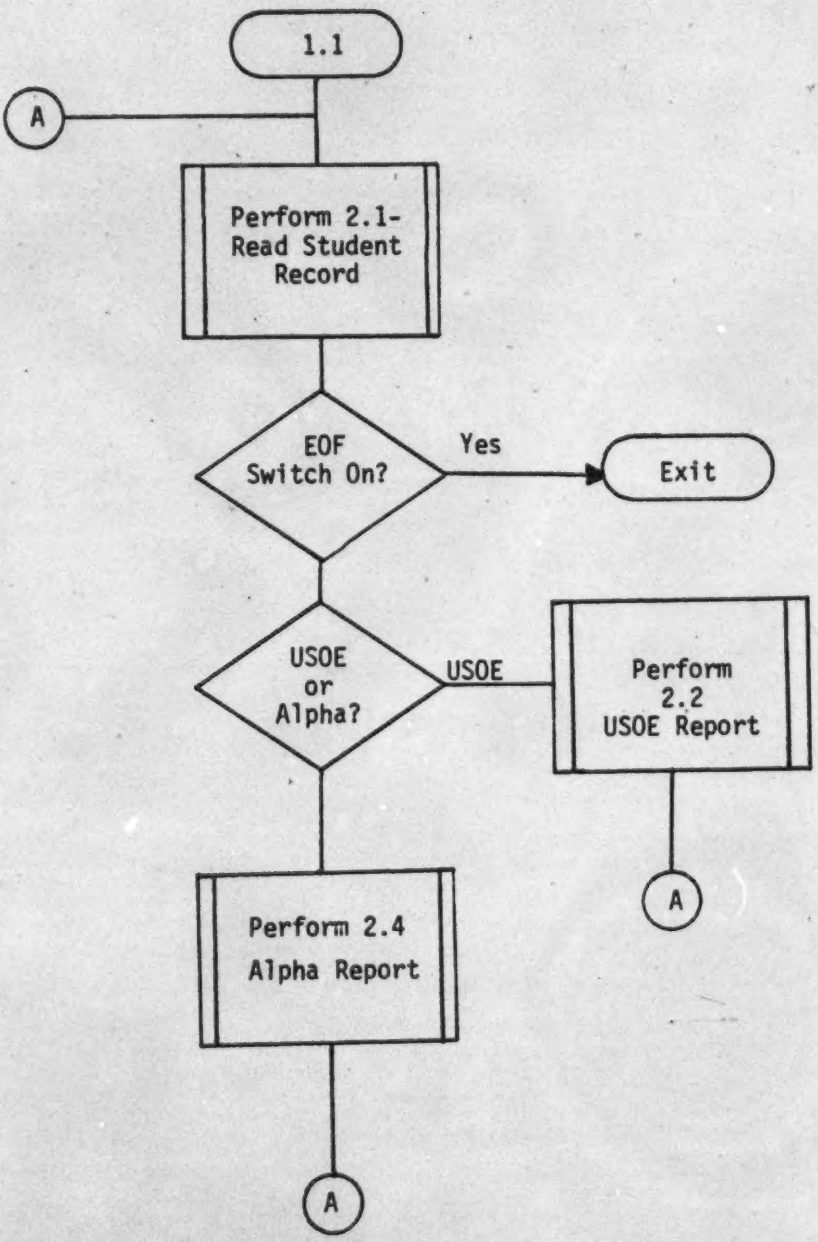
USOE title table for USOE codes needed - must show "meets State Plan"
County/district/school code tables - as needed

PROGRAM FLOWCHART

Program C: Create Program Enrollment and Termination Report



Routine 1.1: Main Logic



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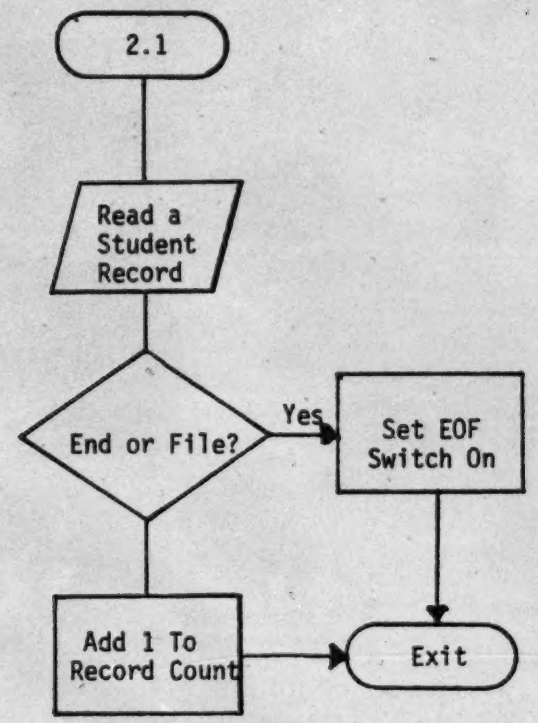
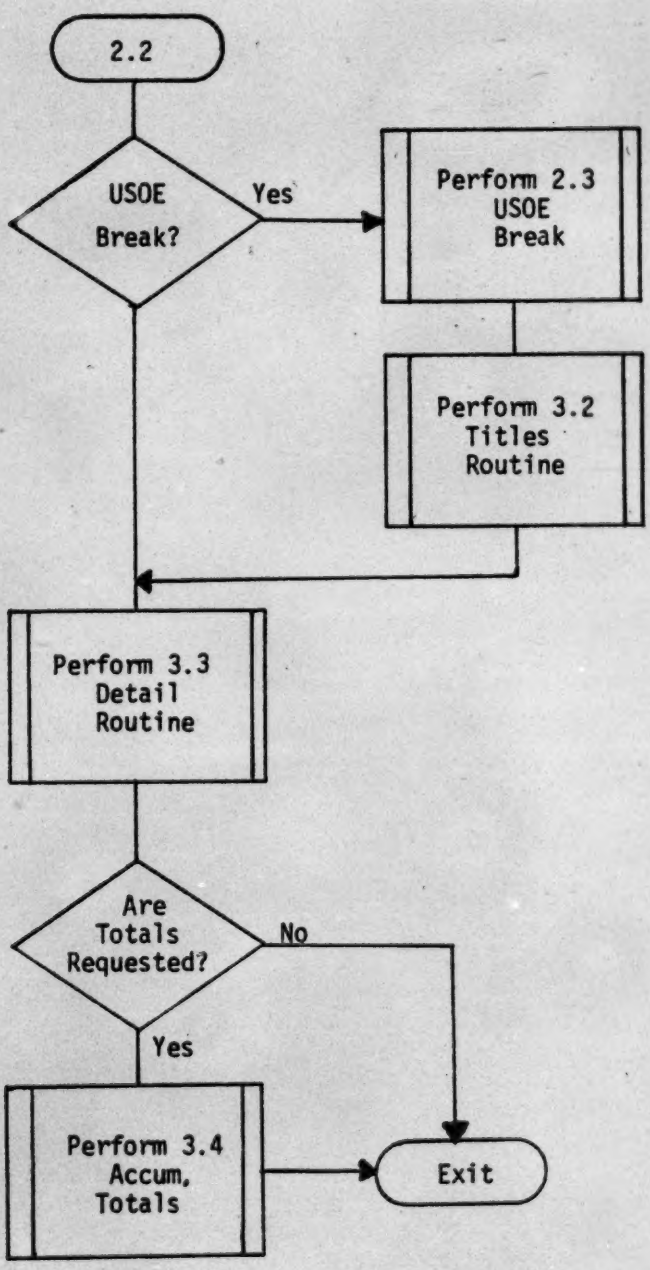
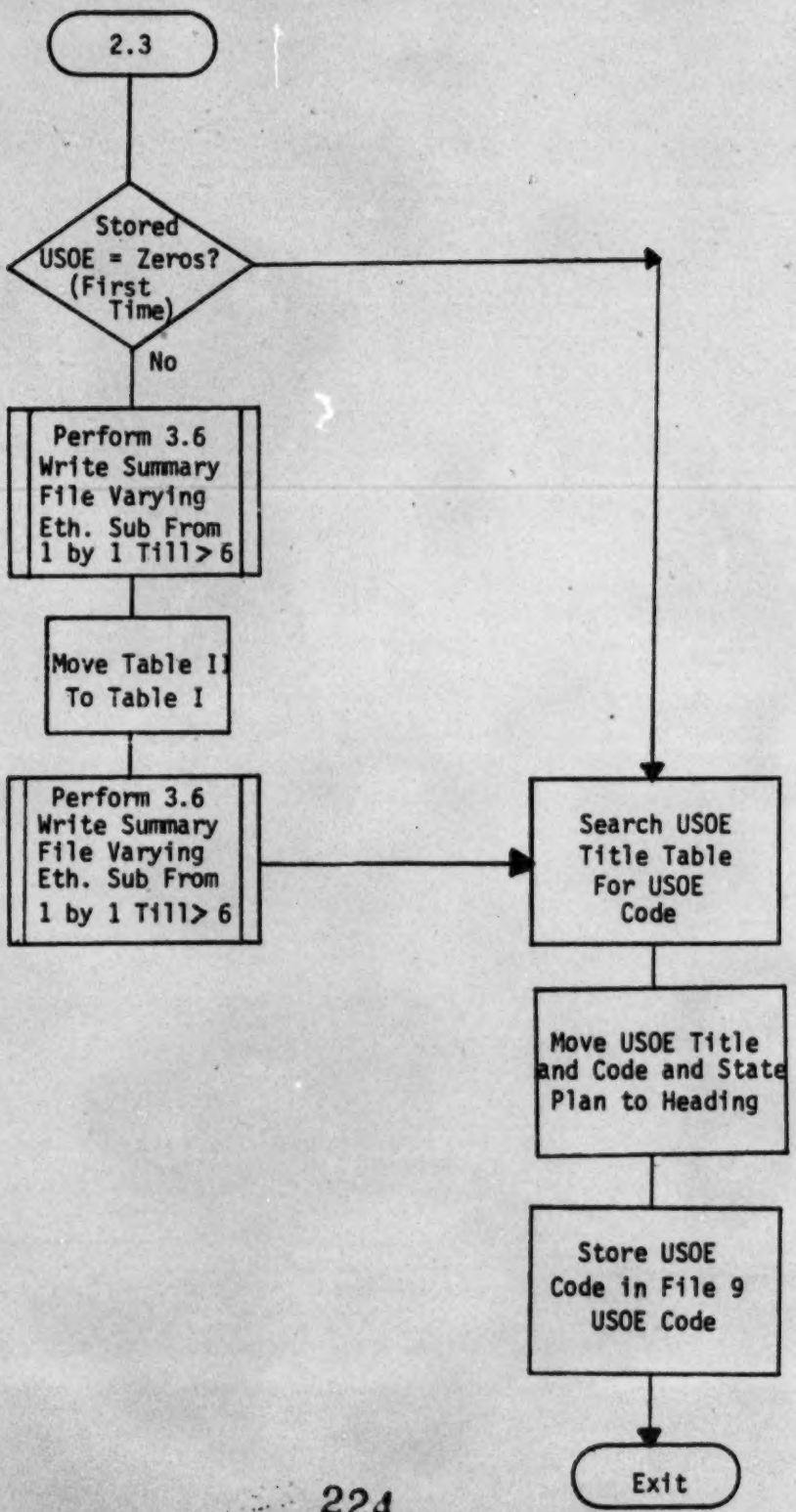
Routine 2.1: Read Student Record



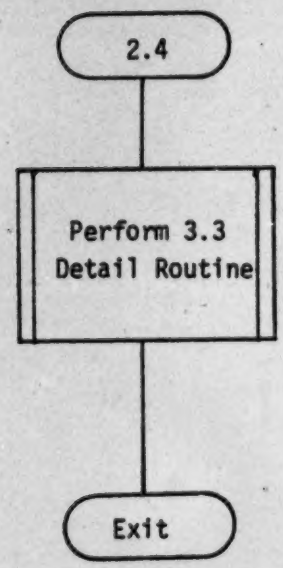
Routine 2.2: Process USOE Report



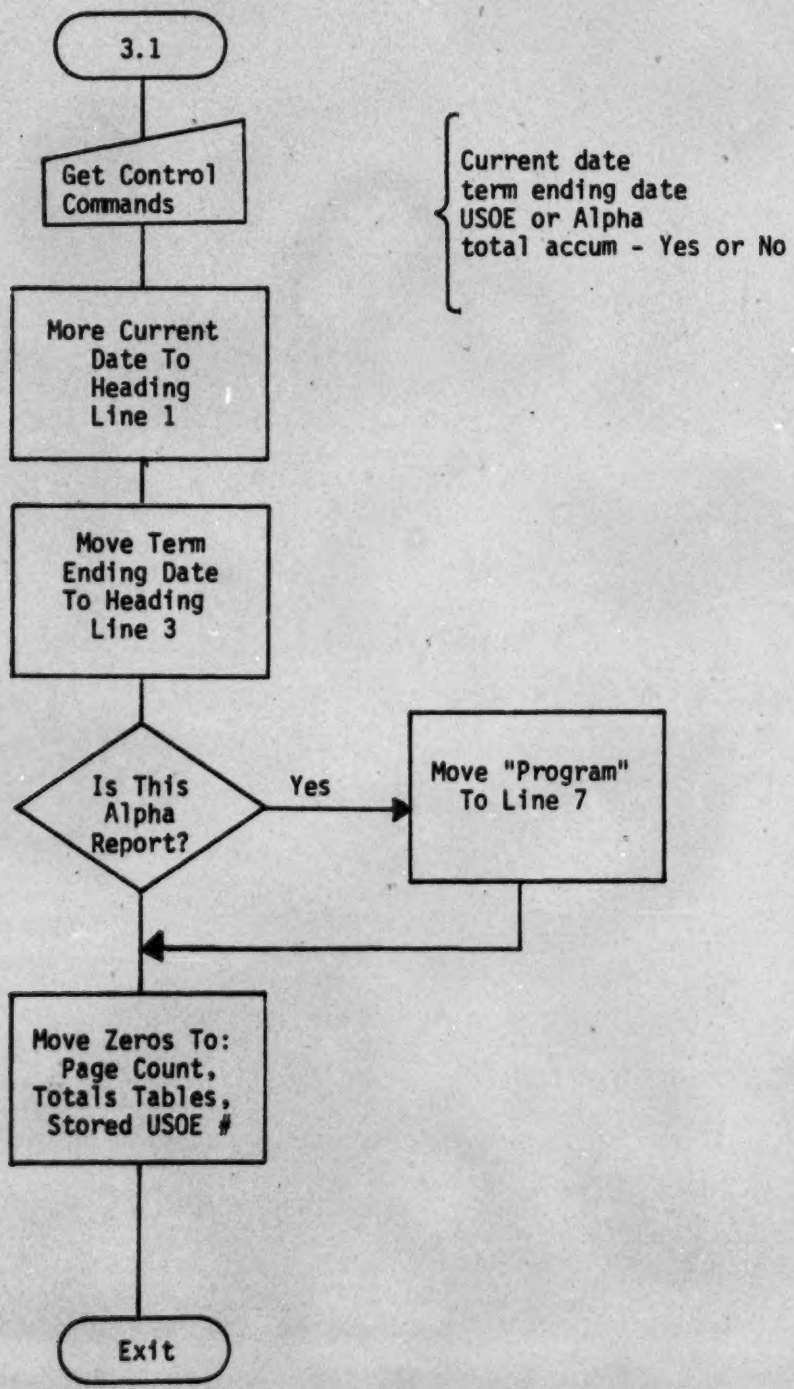
Routine 2.3: USOE Break Routine


2.3
Stored USOE = Zeros? (First Time)
No
Perform 3.6 Write Summary File Varying Eth. Sub From 1 by 1 Till > 6
Move Table II To Table I
Perform 3.6 Write Summary File Varying Eth. Sub From 1 by 1 Till > 6
Search USOE Title Table For USOE Code
Move USOE Title and Code and State Plan to Heading
Store USOE Code in File 9 USOE Code
Exit

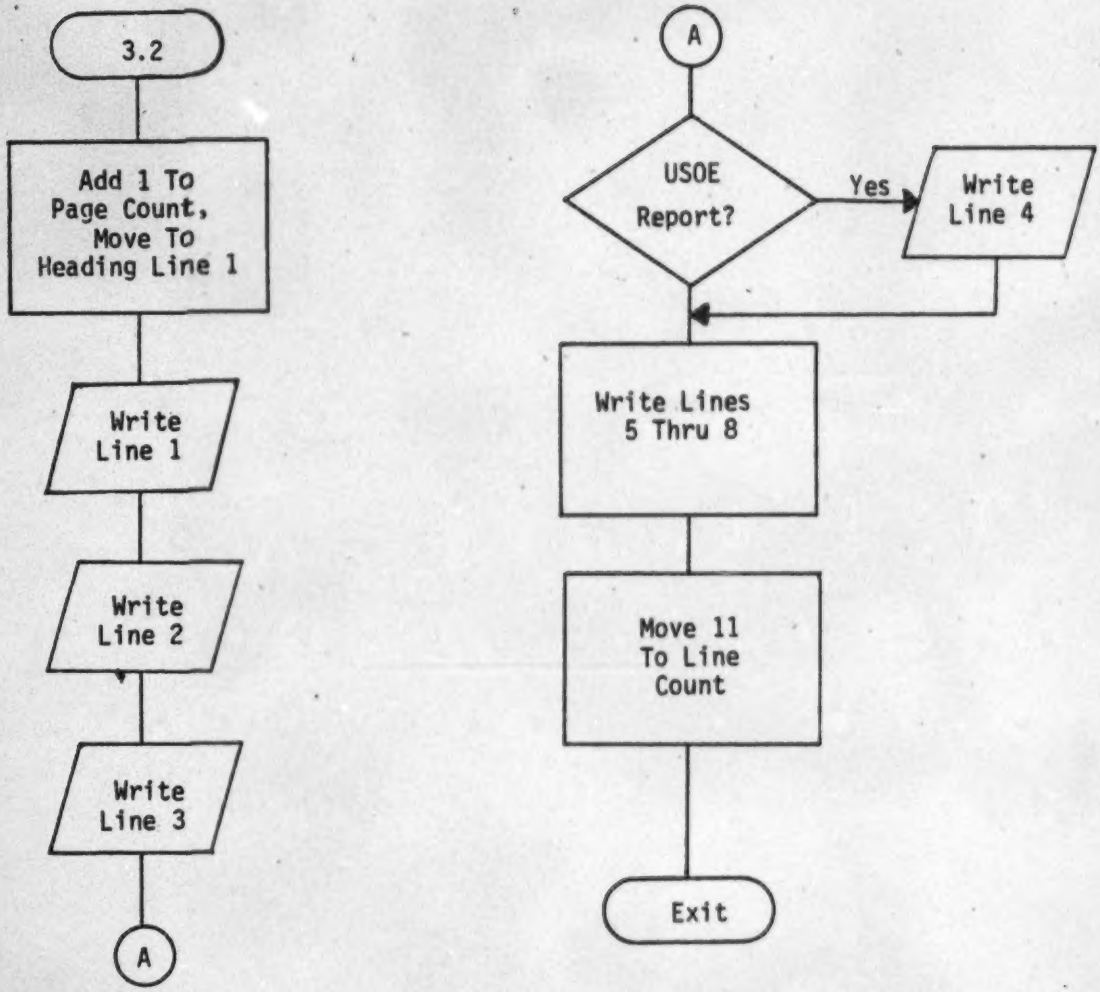
Routine 2.4: Process Alpha Report



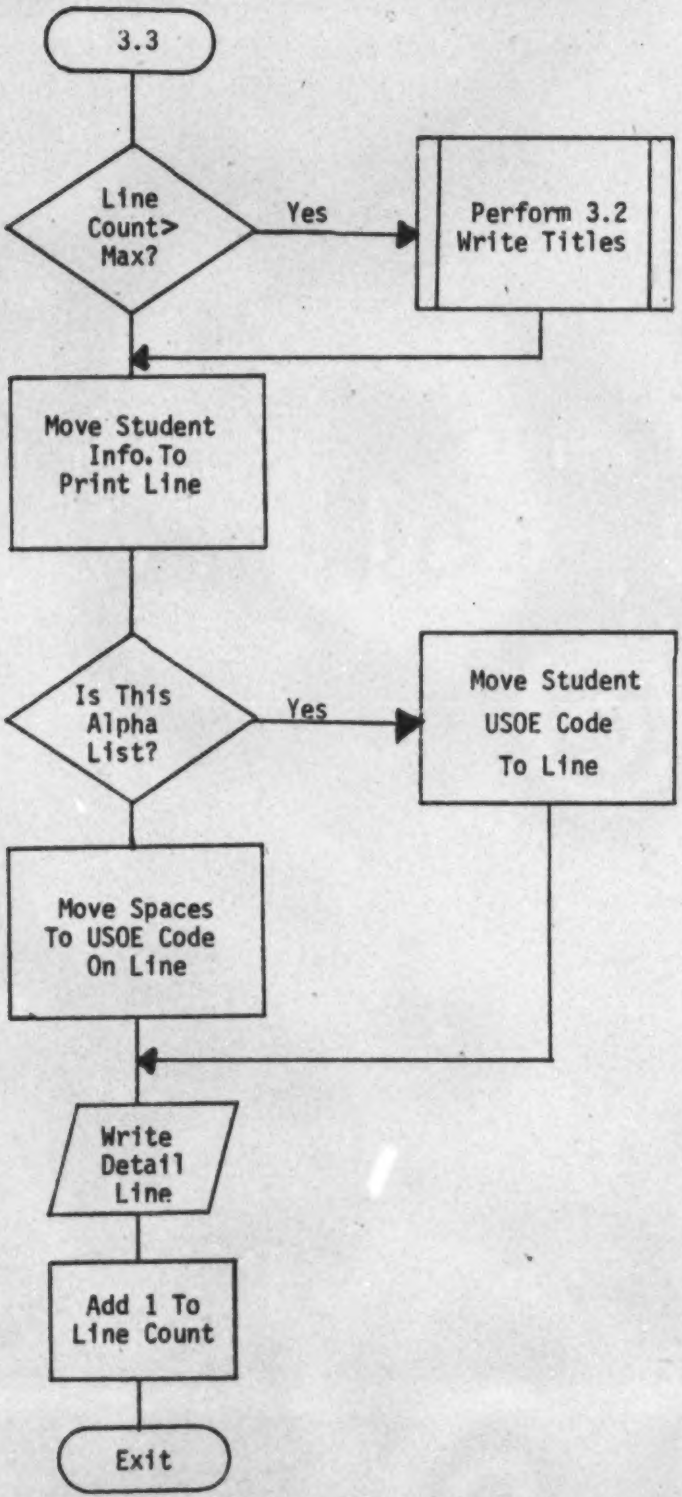
Routine 3.1: Housekeeping


3.1
Get Control Commands
Current date
term ending date
USOE or Alpha
total accum - Yes or No
More Current Date To Heading Line 1
Move Term Ending Date To Heading Line 3
Is This Alpha Report?
Yes
Move "Program" To Line 7
Move Zeros To: Page Count, Totals Tables, Stored USOE #
Exit

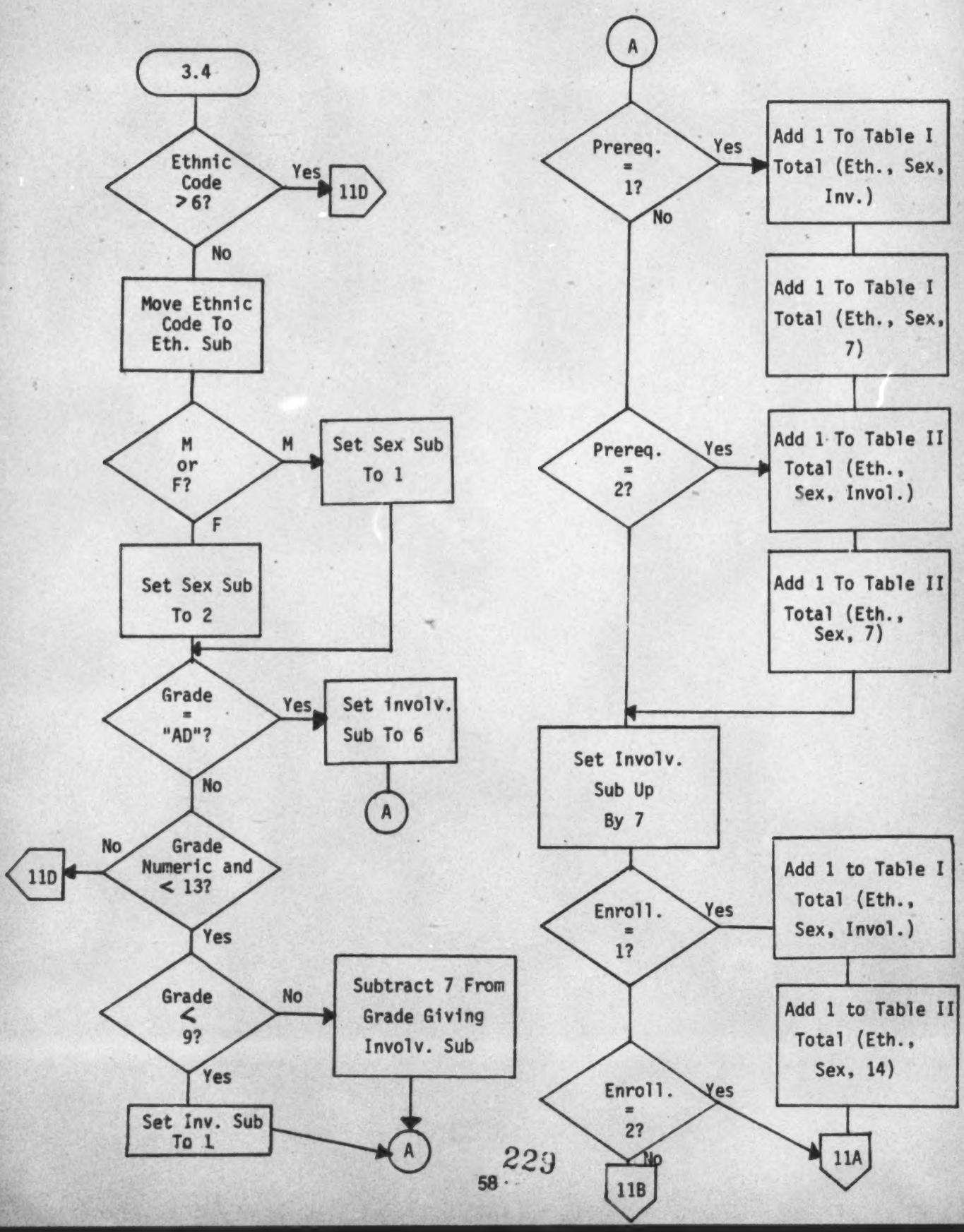
Routine 3.2: Titles Routine



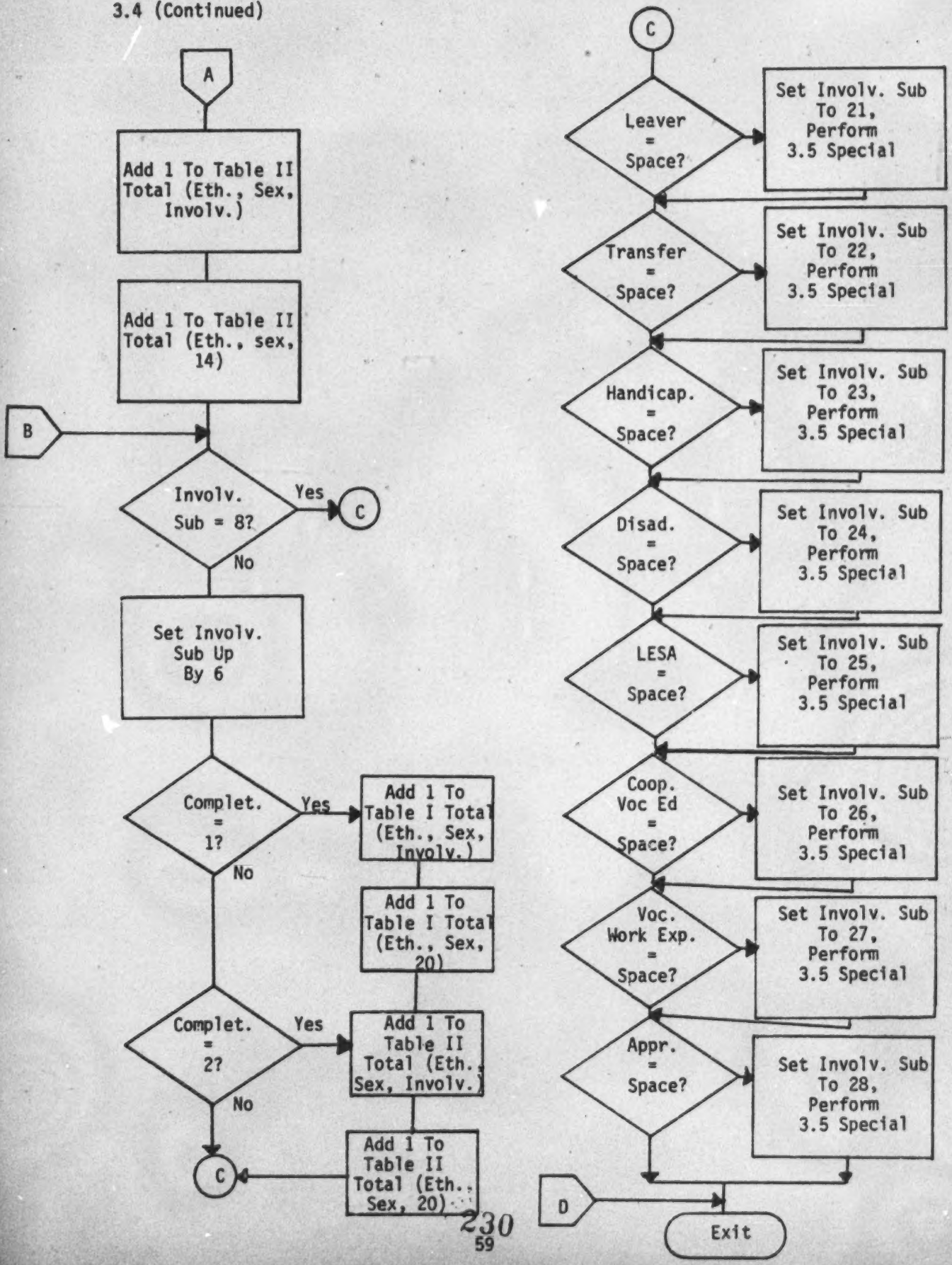
Routine 3.3: Detail Line Routine



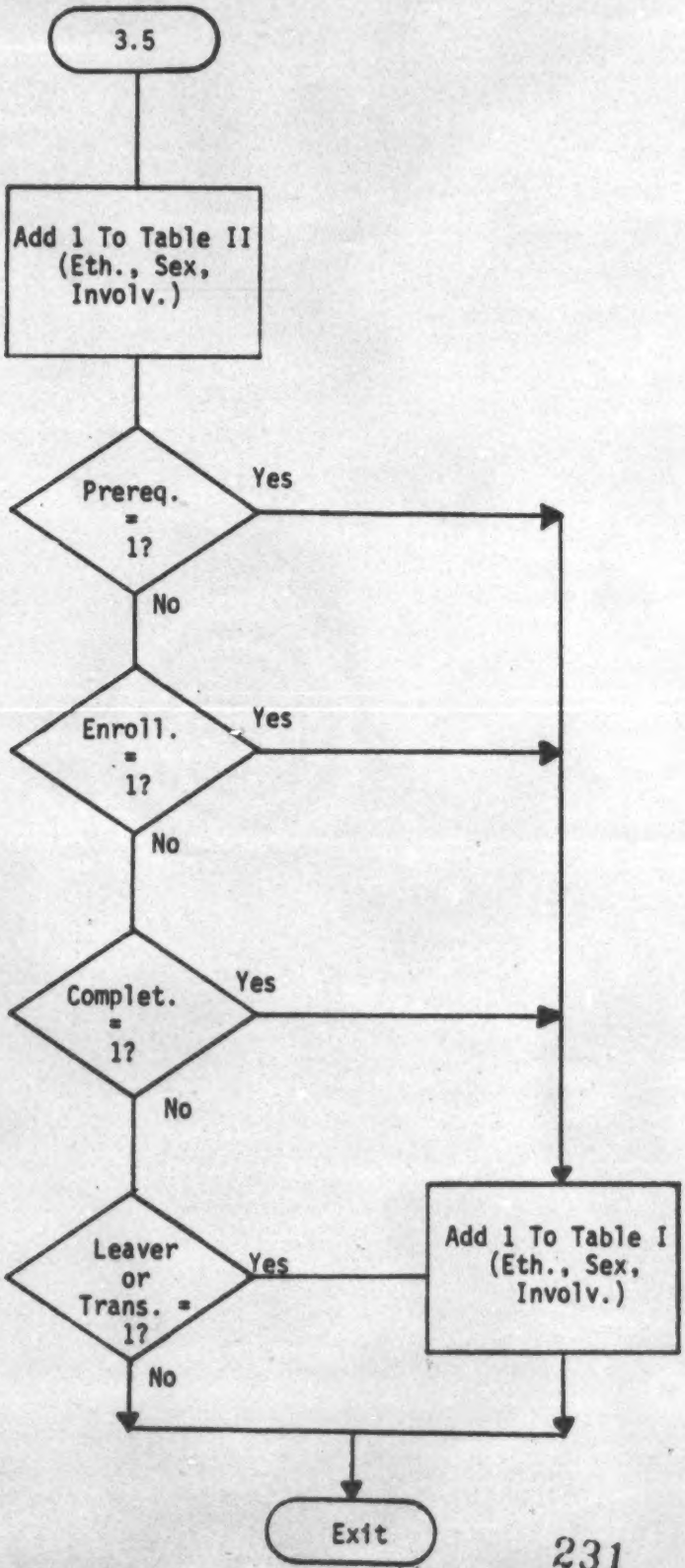
Routine 3.4: Accum. Totals



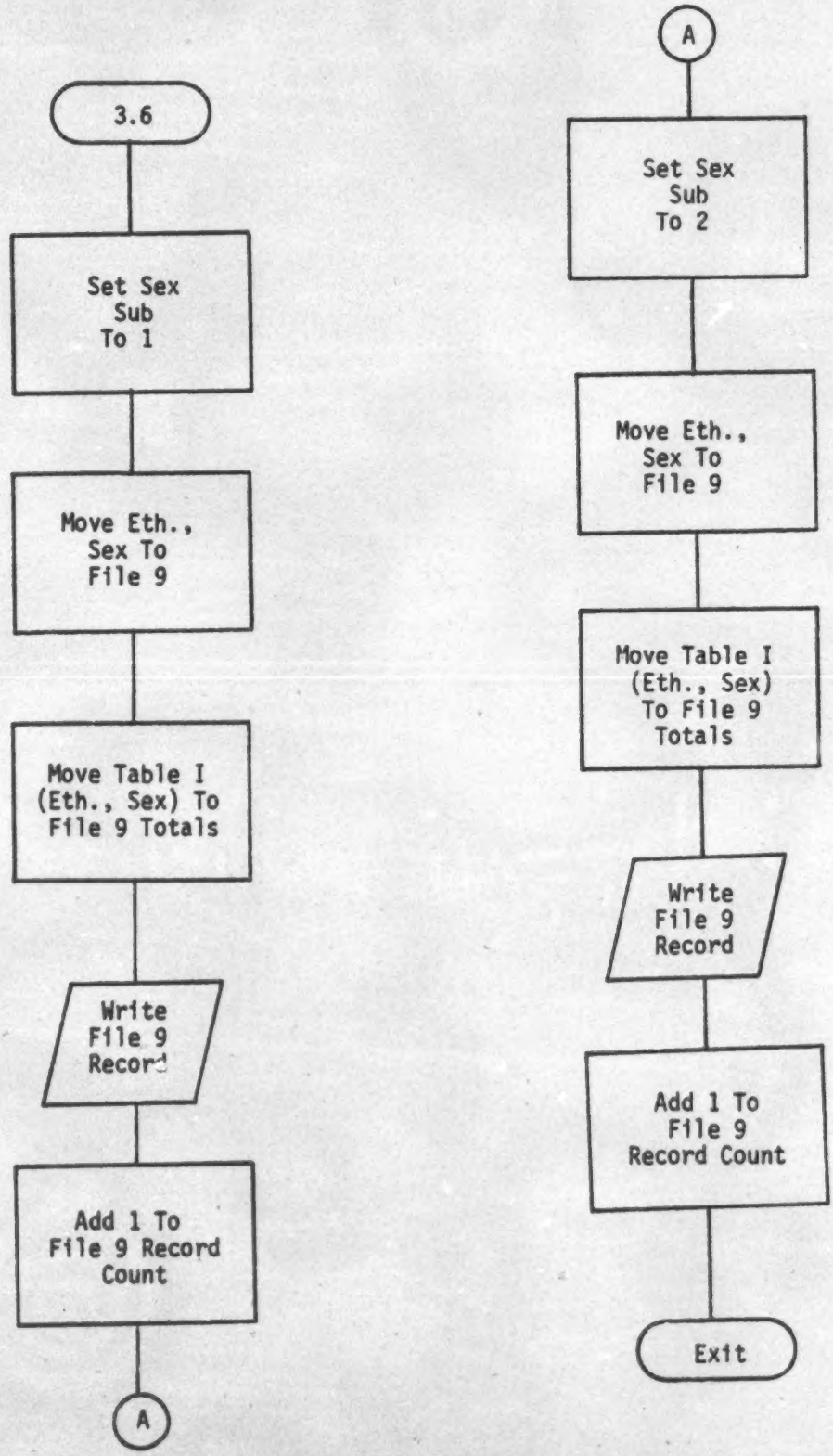
3.4 (Continued)


A
Add 1 To Table II Total (Eth., Sex, Involv.)
Add 1 To Table II Total (Eth., sex, 14)
B
Involv. Sub = 8?
Yes
C
No
Set Involv. Sub Up By 6
Complet. = 1?
Yes
Add 1 To Table I Total (Eth., Sex, Involv.)
No
Add 1 To Table I Total (Eth., Sex, 20)
Complet. = 2?
Yes
Add 1 To Table II Total (Eth., Sex, Involv.)
No
C
Add 1 To Table II Total (Eth., Sex, 20)
C
Leaver = Space?
Set Involv. Sub To 21, Perform 3.5 Special
Transfer = Space?
Set Involv. Sub To 22, Perform 3.5 Special
Handicap. = Space?
Set Involv. Sub To 23, Perform 3.5 Special
Disad. = Space?
Set Involv. Sub To 24, Perform 3.5 Special
LESA = Space?
Set Involv. Sub To 25, Perform 3.5 Special
Coop. Voc Ed = Space?
Set Involv. Sub To 26, Perform 3.5 Special
Voc. Work Exp. = Space?
Set Involv. Sub To 27, Perform 3.5 Special
Appr. = Space?
Set Involv. Sub To 28, Perform 3.5 Special
D
Exit

Routine 3.5: Special Totals



Routine 3.6: Write Summary File No. 9


3.6
Set Sex Sub To 1
Move Eth., Sex To File 9
Move Table I (Eth., Sex) To File 9 Totals
Write File 9 Record
Add 1 To File 9 Record Count
A
A
Set Sex Sub To 2
Move Eth., Sex To File 9
Move Table I (Eth., Sex) To File 9 Totals
Write File 9 Record
Add 1 To File 9 Record Count
Exit

Routine 3.7: End of Job Process

PRINT LAYOUT - PROGRAM C

REMARKS

this item omitted on alpha report →

Program omitted on this line for USOE report

DATE XX-XX-XX — PROGRAM ENROLLMENT AND TERMINATION REPORT — PAGE XXX

LINE - XX XXXXX XXXXXXX COUNTY - XXX →

DISTRICT - XXX →

SCHOOL/COLLEGE - XXX →

STUDENT ACTIVITY IN VOCATIONAL EDUCATION PROGRAMS FOR SCHOOL YEAR ENDING XX —— N XX, 19XX

USOE PROGRAM CODE - XX.XXXXX

USOE PROGRAM TITLE - XXX ←

MEETS STATE PLAN - YES

STUDENT NAME	PROGRAM	S E X	R A C E	LVL	HANDICAPPED CODE	LEGAL	DISADV CODES		ECONOMIC	VOC NEED	ATTEN	PROGRAM ENROLLMENT FREQUENCY	PROGRAM ENROLLMENT ENROLLEE	PROGRAM ENROLLMENT COMPLETION	PROGRAM TRANSFERS	PROGRAM DEPARTURE
DIANE SMITH	XX.XXXXX	M	F	W	EM	SLD	9	X	5	A	15	E	13	X	X	X	1	1	2	1	2

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PROGRAM D: PRODUCE SUMMARY REPORTS

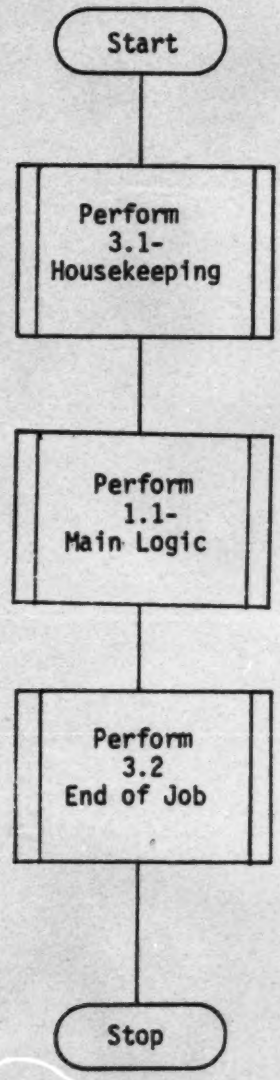
Program Narrative

This program will print the Program Summary Report using the file created in Program C (file No. 9) when requested. The file is created in the proper sequence: primary/total involvement, USOE, ethnic code, sex This program simply reads this file and prints the report accumulating final totals for two-digit program levels. See program flowchart and print layout for further details.

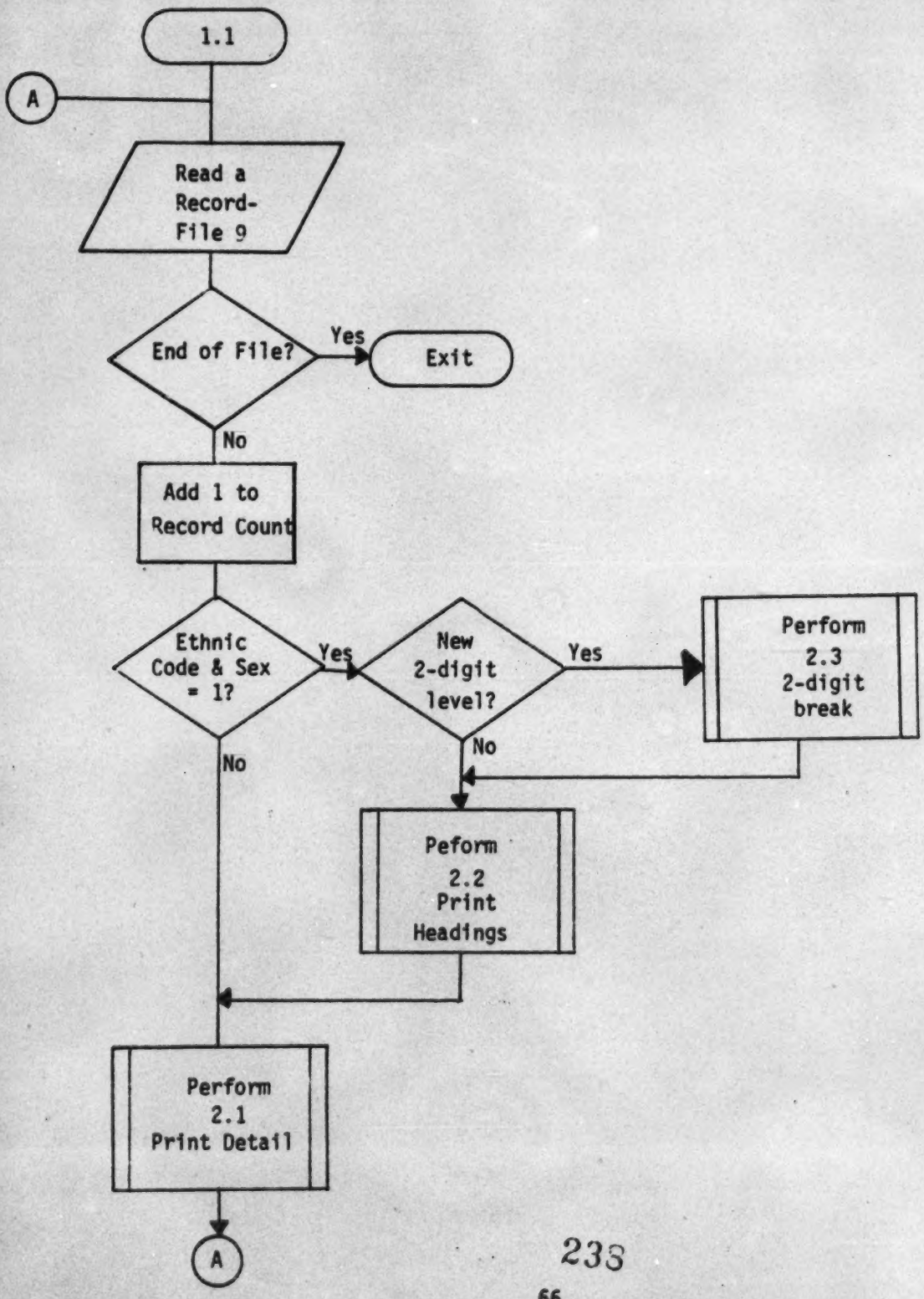
File layout is the same as in Program C; total tables will also be the same as in Program C. An additional table of ethnic code abbreviations will be needed.

PROGRAM FLOWCHART

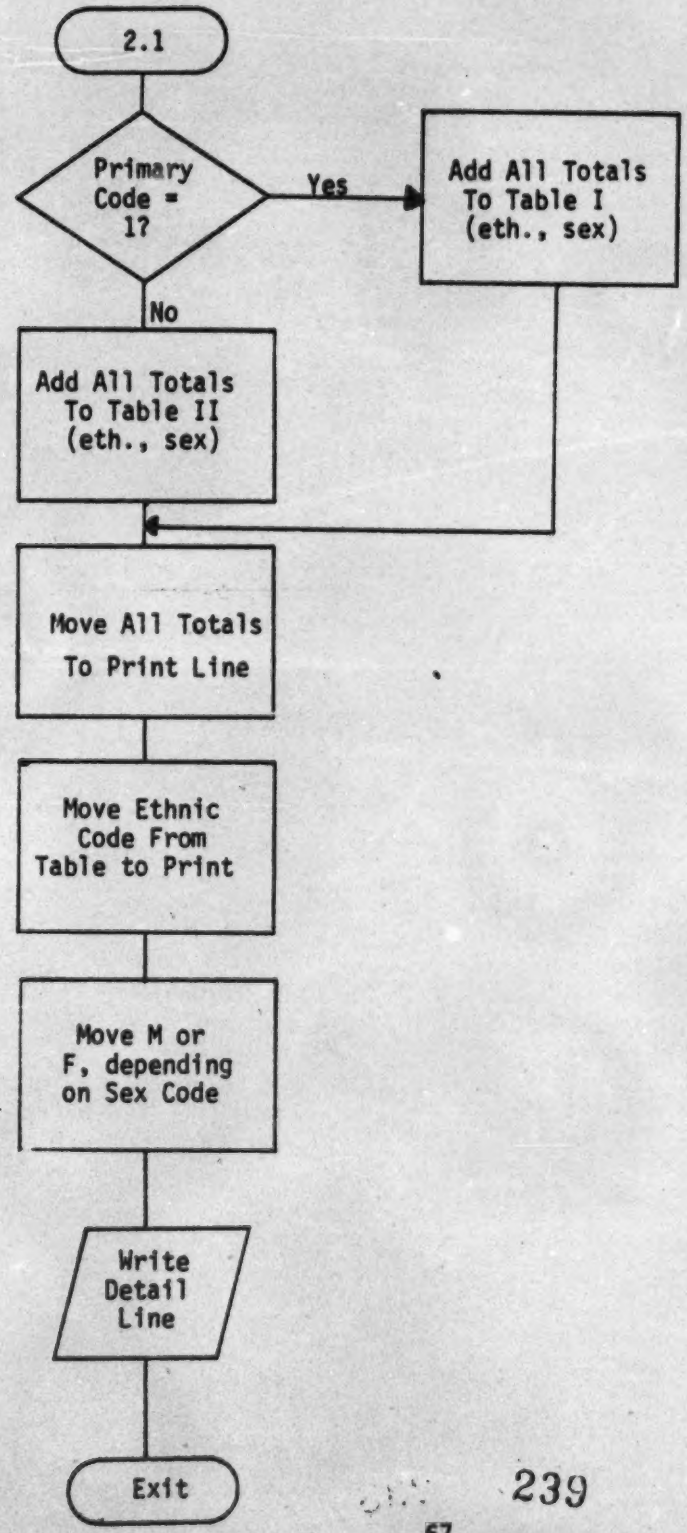
Program D: Produce Summary Reports



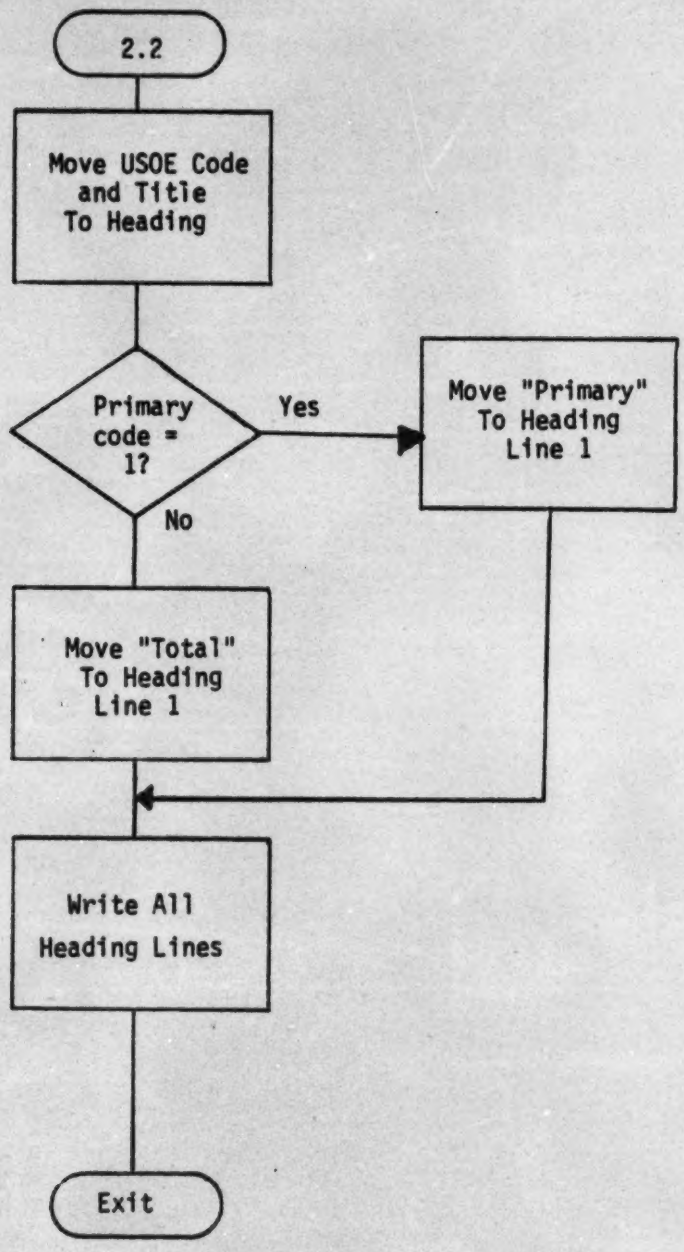
Routine 1.1: Main Logic



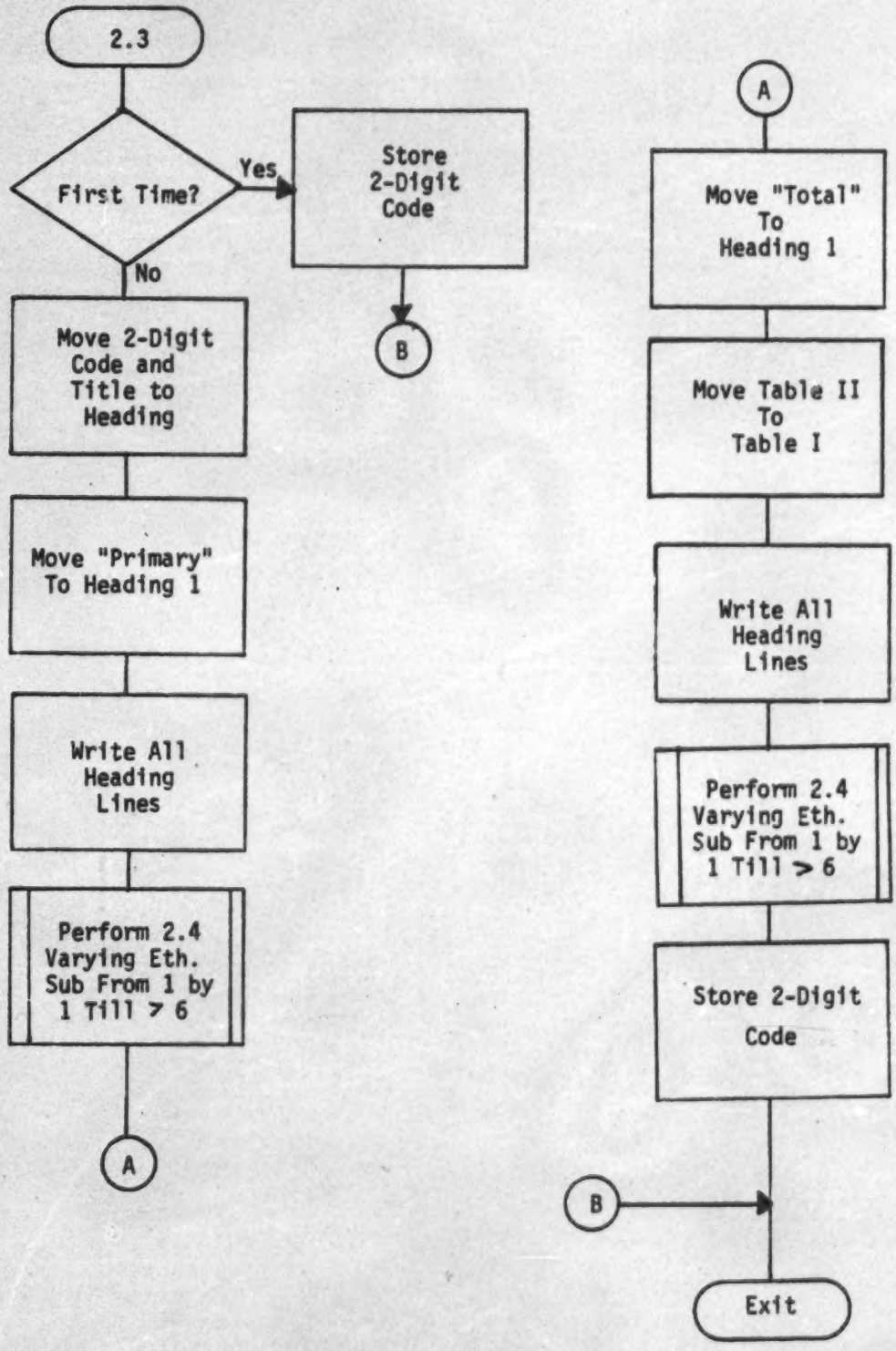
Routine 2.1: Print Detail


2.1
Primary Code = 1?
Yes
Add All Totals To Table I (eth., sex)
No
Add All Totals To Table II (eth., sex)
Move All Totals To Print Line
Move Ethnic Code From Table to Print
Move M or F, depending on Sex Code
Write Detail Line
Exit

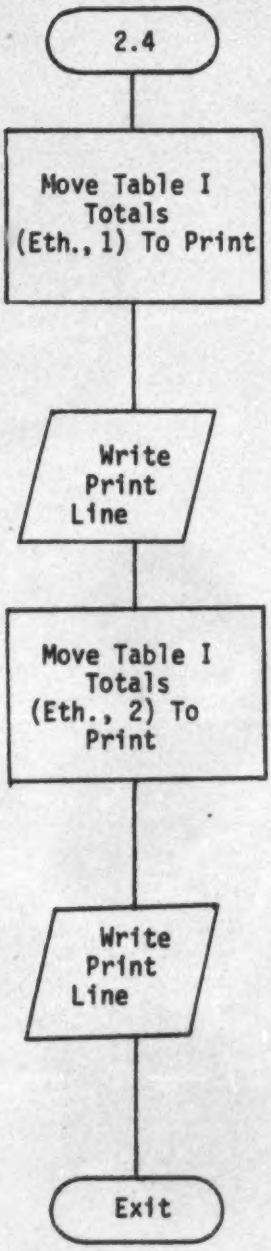
Routine 2.2: Print Headings



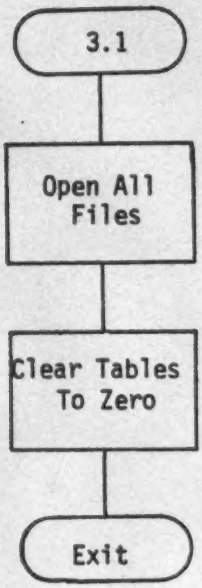
Routine 2.3: Two-Digit Break



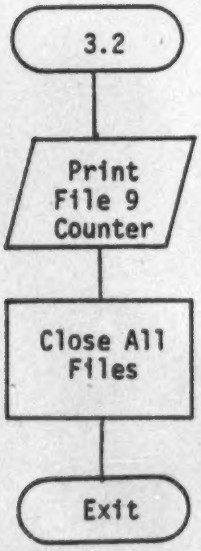
Routine 2.4: Write Out Two-Digit Totals



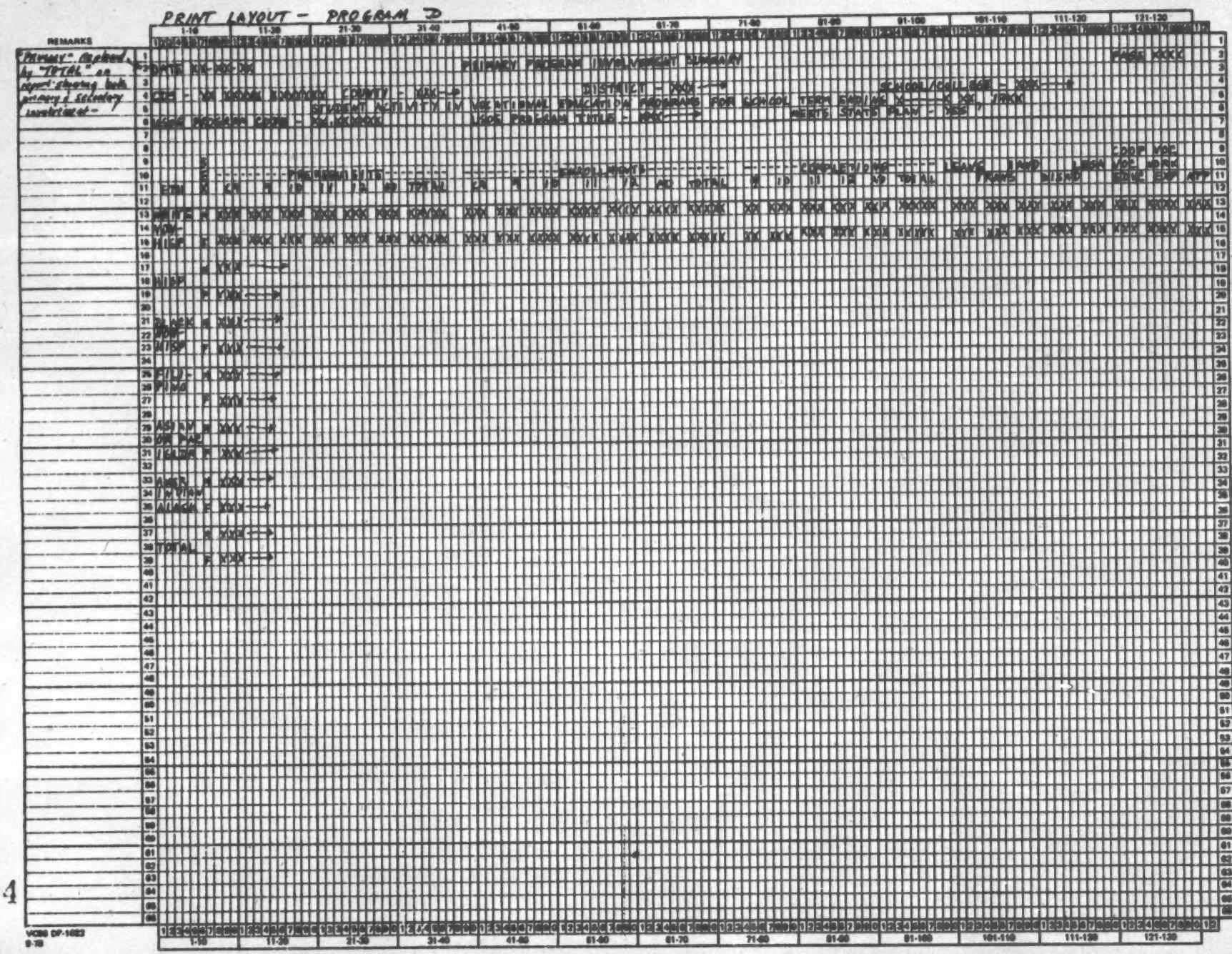
Routine 3.1: Housekeeping



Routine 3.2: End of Job



PRINT LAYOUT - PROGRAM D



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APPENDIX E

Master PCI, Student/Course Inventory and
Summary Report Forms

PROGRAM/COURSE INVENTORY

PROGRAM INFORMATION

A COS ____ B USOE ____

D CID ____ E DISTRICT ____

F SCHOOL/COLLEGE ____

H USOE PROGRAM TITLE ____

I MIN COMPLETION REQ'MTS ____ J MEETS STATE PLAN ☐

K PROGRAM LENGTH ____ L NEW ☐ CONTINUING ☐ PROPOSED ☐

M LOCAL LOCATOR CODE (OPT) ____

N FOR DATA PROCESSING USE ONLY (OPT) ____

C DELIVERER OF SERVICES
- ☐ A. SECONDARY
- ☐ B. COMMUNITY COLLEGE
- ☐ C. ADULT SCHOOL
- ☐ D. ROP/ROC
- ☐ E. PRIVATE
- ☐ F. CETA

G PROGRAMS/STUDENT GOALS
- ☐ A. AA/AS DEGREE
- ☐ B. INITIAL OCCUPATION
- ☐ C. SKILL UPGRADING
- ☐ D. COLLEGE TRANSFER
- ☐ E. COLLEGE GENERAL ED.
- ☐ F. CERTIFICATES
- ☐ G. HIGH SCHOOL DIPLOMA
- ☐ H. ELEMENTARY DIPLOMA
- ☐ I. LICENSE PREPARATION
- ☐ J. PERSONAL DEVELOPMENT
- ☐ K. CAREER EXPLORATION

COURSE INFORMATION

*TITLE/S LIMITED TO 18 CHARACTERS/SPACES

1	2	3	4	5	6*	7	8	9	10	11	12	13

COLUMN LEGEND

1 LINE NO.

2 UNIQUE COURSE CODES

3 CID—CLASSIFICATION OF INSTRUCTIONAL DISCIPLINES

4 DCN—DIST. COURSE NO.

5 S—MEETS STATE PLAN

6 IDENT. & TITLE

DATE ____

PG ____ OF ____

7 OCCUPATIONAL OBJECTIVES
- A. APPRENTICESHIP
- B. ADVANCED OCCUPATIONAL
- C. INTERMEDIATE OCCUPATIONAL
- D. BEGINNING OCCUPATIONAL
- E. NON—OCCUPATIONAL

8 HOURS

9 CREDITS/UNITS REQ.

10 UTILIZATION
- A. REQUIRED
- B. REQUIRED OPTIONAL
- C. RECOMMENDED

8-78

11 FREQUENCY
- 1. FALL
- 2. SPRING
- 3. FALL & SPRING
- 4. SUMMER
- 5. FALL & SUMMER
- 6. SPRING & SUMMER
- 7. FALL, SPRING & SUMMER
- 8. FLEXIBLE
- A. WINTER
- B. FALL & WINTER
- C. WINTER & SPRING
- D. FALL, WINTER & SPRING
- E. WINTER & SUMMER
- F. FALL, WINTER, SUMMER
- H. WINTER, SPRING & SUMMER
- J. FALL, WINTER, SPRING, SUMMER

12 DESCRIPTION
- A. LECTURE
- B. LAB
- C. LECTURE-LAB
- D. COOR. INST. SYS.
- E. INDEPENDENT STUDY
- F. COMMUNITY CLASSRM.
- H. COOPERATIVE VOC. ED.
- J. FORUM SERIES
- K. LECTURE SERIES

13
- 1. AM
- 2. PM
- 3. AM/PM (ALL DAY)
- 4. EVENING
- 5. AM/EVENING
- 6. PM/EVENING
- 7. AM/PM EVENING
- 8. FLEXIBLE

OCCUPATIONAL INFORMATION

A CDS

B USOE CODE

C DELIVERER OF SERVICES
- A. SECONDARY SCHOOL
- B. COMMUNITY COLLEGE
- C. ADULT SCHOOL
- D. ROP/ROC
- E. PRIVATE
- F. CETA

14	15	16	17
DOT CODE/S	OCCUPATIONAL PROGRAM OUTCOME OCCUPATIONAL TITLE/S	GED RML	SVP

VOCATIONAL EDUCATION
Student/Course Inventory

(1) County Code ___ (2) District Code ___ (3) School Code ___

(4) Student Name _____ (5) Sex [M] [F]

(6) Address _____ (7) Telephone # _____

(8) Student Number ___ (9) Birthdate ___ (month day year)

(10) Grade Level ___ (12) Handicapped [Y] [N]

(11) Racial/Ethnic

- ___ American Indian/ Alaskan Native
- ___ Asian Pacific Islander
- ___ Black, Non-Hispanic
- ___ Hispanic
- ___ Filipino
- ___ White, Non-Hispanic
- ___ Non Resident Alien (c.c. use only)

- ___ Mentally Retarded
- ___ Hard of Hearing
- ___ Deaf
- ___ Speech Impaired
- ___ Visually Handicapped
- ___ Emotionally Disturbed
- ___ Orthopedically Impaired
- ___ Other Health Impaired
- ___ Deaf-Blind
- ___ Multi-Handicapped
- ___ Specific Learning Disabled

(13) LESA [Y] [N]

(14) Disadvantaged [Y] [N]
- ___ Economic
- ___ Academic

(15) Instructional Setting (for Hand.,Disab.,LESA students only)
- ___ Mainstream/no support
- ___ Mainstream/support from VEA funds
- ___ Separate

(16) Date left education entity ___ (mo yr)
- ___ Graduated ___ Student withdrew
- ___ Transferred ___ Unknown

(17) Date AA degree granted ___ (mo yr)

(18) Date certificate granted ___ (mo yr)

(19) Vocational Education Courses Presently Enrolled/Have Completed

(A) Course Code	(B) Course Title	(C) Grade Level	(D) Units/ Credits Earned	(E) Month/ Year Completed	(F) Grade Earned

(20) Program enrollment:

Program title(s)	USOE CODE(S)
1. (Primary)	
2. (Secondary)	
3. (Secondary)	

(21) Program Completion:

1. (Primary)	
2. (Secondary)	
3. (Secondary)	

VOCATIONAL EDUCATION
Student/Course Inventory
Attachment

Voc. Ed. Courses Presently Enrolled/Have Completed				
G USOE Program			H Course Utilization	I Contact Hours

PROGRAM ENROLLMENT AND TERMINATION REPORT

Date: _____

1 USOE PROGRAM CODE ☐☐●☐☐☐☐☐ USOE PROGRAM TITLE _____ MEETS STATE PLAN [Y] [N]	2 SEX	3 RACIAL/ETHNIC	4 PROGRAM LEVEL	5 HANDICAPPED	6 LESA	7 DISADVANTAGED	8 COOPERATIVE EDUCATION	9 VOCATIONAL WORK EXPERIENCE	10 APPRENTICE	11 PREREQUISITE	12 ENROLLEE	13 COMPLETER	14 PROGRAM TRANSFERS	15 PROGRAM LEAVERS
STUDENT NAME														

251

1 = PRIMARY 2 = SECONDARY

252

USOE CODE AND TITLE

ETHNIC	SEX	PREREQUISITE							ENROLLMENTS							COMPLETIONS							LEAVE	TRANS	HANDI	DISAD	LESA	COOP. VOC. ED.	VOC. ED. WORK EXPER.	APPREN
		Below 9	9	10	11	12	AD	Totals	Below 9	9	10	11	12	AD	Totals	Below 9	9	10	11	12	AD	Totals								
WHITE (except Hispanic)	M																													
	F																													
HISPANIC	M																													
	F																													
BLACK (except Hispanic)	M																													
	F																													
FILIPINO	M																													
	F																													
ASIAN or PACIFIC ISLANDER	M																													
	F																													
AMERICAN INDIAN/ ALASKAN NATIVE	M																													
	F																													
TOTALS																														